WITH THE KEY ON THE COVER

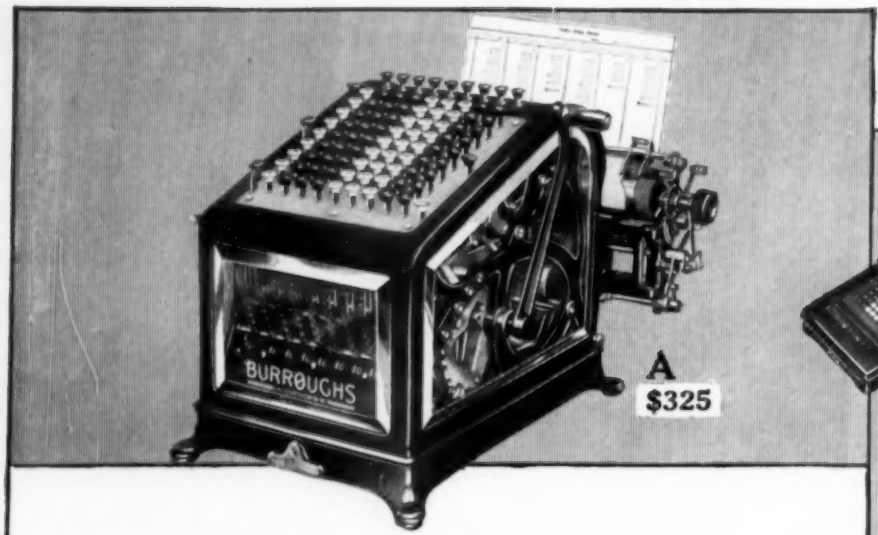
J. T. ARMBRUST

OFFICE APPLIANCES

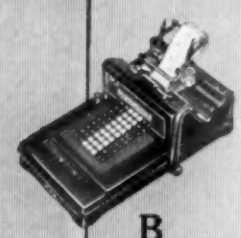
THE MAGAZINE OF OFFICE EQUIPMENT

FOUNDED BY GEORGE H. PATTERSON
EDITED BY EVAN JOHNSON

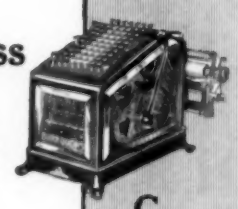
DECEMBER 1913



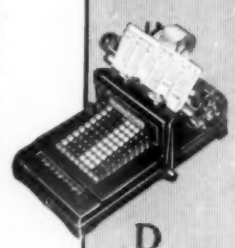
A
$325



B
$175



C
$250



D
$325

A BURROUGHS for Every Business
A PRICE for Every Man

Some people don't realize that they can buy a Burroughs for as low as $150.

Perhaps you, too, didn't know that we have scores of different styles from $950 *down*, like some of those described here—made to suit your business.

Perhaps you think you don't need a Burroughs? Well—a Massachusetts grocer boosted sales 400% with his Burroughs! A Pittsburgh general storekeeper lets his Burroughs take care of his books while he takes care of the sales! A Western wholesaler saves $1,560 a year in reduction of time and labor, by getting out statements which bring in 6,000 remittances *on time*—with his Burroughs! A manufacturer we know saves $372 weekly by using a Burroughs!

Don't be like the man who wrote us, "After I had used it one week, I was sorry I hadn't bought it five years ago." Ask us—Now—to give you a free demonstration, to put a Burroughs in your office at our expense and without obligation and *prove* that it will do for your business what it has done for 150,000 others.

Send for the new Burroughs book called "A Better Day's Profits," and learn how Retail Business benefits by Modern Methods and Burroughs Department of Systems Service.

A **9-Column Burroughs** (Style 124) **$325**—Visible adding dials and visible writing keyboard; paper carriage for wide sheets; total, sub-total, error, repeat, non-add and column correction keys.

B **7-Column Visible Burroughs** (Style 310) **$175**—Paper carriage for roll paper; visible printing, adding and writing; total, sub-total and repeat keys.

C **7-Column Burroughs** (Style 114) **$250**—Paper carriage for wide sheets, visible adding dials and visible writing keyboard; total, sub-total, repeat, non-add, error and column correction keys.

D **9-Column Visible Burroughs with Column Correction Keys** (Style 324) **$325**—Paper carriage for wide sheets; visible printing, adding and writing; has two-color ribbon, total, sub-total, non-add, non-print, repeat and column correction keys.

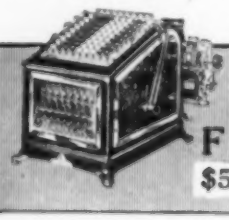
E **7-Column Visible Burroughs** (Style 312) **$225**—Paper carriage for wide sheets; visible printing, adding, writing; total, sub-total, non-add, non-print and repeat keys.

F **Duplex Shuttle Carriage Burroughs** (Style 224) **$500**—Carries two totals at once, each 9 columns, literally one machine that works like two; paper carriage entirely automatic, greatly increasing speed. Equipped with all regular features.

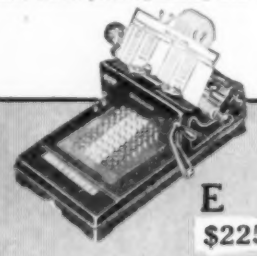
BURROUGHS ADDING MACHINE CO., 39 Burroughs Block, Detroit, Michigan

European Office: 76 Cannon Street, London, E. C., England

Makers of adding and adding-subtracting bookkeeping machines, listing and non listing adding and calculating machines, visible-printing adding and calculating machines—92 different models in 492 combinations of features—$150 to $950 in U. S. Easy payments if desired.



F
$500



E
$225

THE TEST OF TIME

is one by the results of which we all are willing to abide.

And you, Mr. Dealer, know that it *means something* for a concern to be pioneers in the business of remanufacturing typewriters.

There go into

Ramer Remanufactured Typewriters

all the results of ten years' work in successfully supplying the wants of the trade.

Behind the trade-mark

are Experience, Organization, Conscientiousness, Reputation.

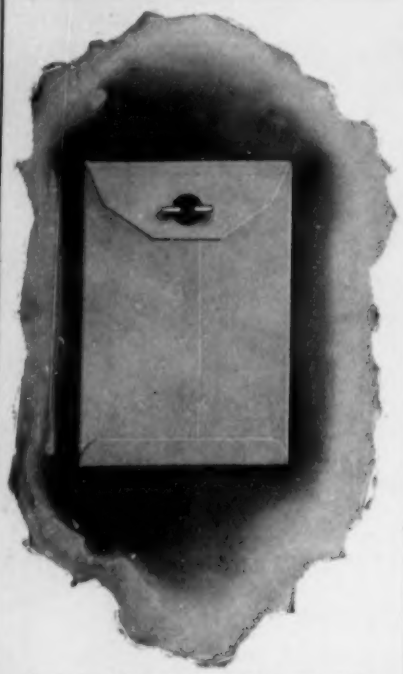
Your customers, satisfied with their purchases, credit your account with these things which we have put into Ramer Remanufactured Typewriters. Our success has been built on the principle that if our wares satisfy your customers we establish mutually beneficial business relations with you. That puts it "up to" us, doesn't it?

We have become acquainted with thousands of other dealers and we want to count you among our friends. Just a line from you will indicate your willingness to "consider the matter."

Wholesale Typewriter Company

314-316 Broadway, New York, N. Y. **London: 136-137 Long Acre, W. C.**

Our "Little Store" in the Hudson Terminal Concourse contains a complete line of machines which are at the disposal of dealers who may not find it convenient to visit our main office and factory.



Improved Double Metal Clasp Envelope

Feature These Envelopes

and get in line for your share of the profits resulting from their extensive sale in all parts of the country. No up-to-date commercial stationer can afford to be without them. If you do not carry a supply your competitor will jump in ahead of you and you will be the loser.

The Open End Tension

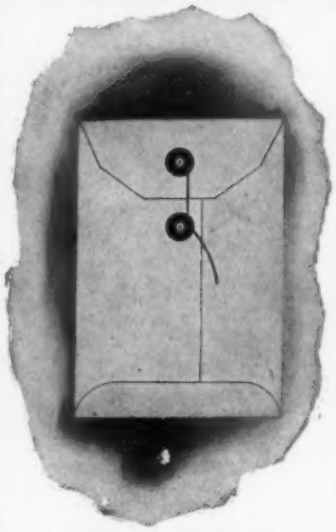
is a leader in every respect. It is being sold by the thousands every day. It is made in Jute, Kraft and Manila with a patent washer covering the eyelet inside of envelope to protect the contents.

The Improved Double Metal Clasp

is a favorite everywhere. This envelope is made with re-inforced washers on both sides of the flap which makes it much stronger than the old style with metal eyelet, and gives correspondingly better service.

Our complete line includes the best of everything in Tension Envelopes, Mailing Boxes, Document Envelopes, Clasp Envelopes, Filing Envelopes, Photo Mailing Envelopes, etc.

Write at once for your copy of our catalog, "Envelope Specialties."



Open End Tension Envelope

THE TENSION ENVELOPE COMPANY

PIONEERS AND ORIGINATORS

Salesroom: 296 Broadway, NEW YORK **Factory: Bush Terminal**

Selling Agents in Principal Cities

WEIGHED
AND NOT FOUND WANTING

This model of the Standard Folding has now been on the market about a year and a half, during which time a large number have been sold—yet, to the best of our knowledge, no customer has ever asked to have his purchase money refunded (save for inability to make prompt delivery).

The CORONA is popular because it never falls short of any one's expectations. It is good to look at, easy to write upon, convenient and thoroughly dependable.

The CORONA has withstood tests given it by the engineers of more than one big manufacturer. It has also withstood the tests of those people who expect a guarantee to take the place of oil and gasoline and it always comes out on top—stays sold.

STANDARD TYPEWRITER CO.
GROTON, N. Y.

645
Remington Typewriter Salesrooms

is the present total; a new high water mark —a gain of 20 in the past few months.

These salesrooms are distributed as follows: North America, 244; South America, 80; Europe, 230; Asia, 42; Africa, 18; Australasia and Oceania, 31.

When the Panama-Pacific International Exposition appointed the Remington Typewriter Company the sole distributors throughout the world of the forthcoming *de luxe* booklet of the Exposition, every one knew that it was an unusual commission to bestow on a business house. But the *reasons* were unusual. These 645 Remington Salesrooms constitute the answer.

This great and world-wide organization, without a parallel in the typewriter business, with few parallels in any business, is the outward evidence of Remington supremacy. The service rendered by this organization is back of every Remington user, of every Remington operator, and of every Remington salesman.

Remington Typewriter Company
(Incorporated)
New York and Everywhere

LIKE PRODUCES LIKE

The qualities which a manufacturer evidences in the making of his goods are passed on to the dealer who sells those goods. You know that you could never sell your customer a low-grade product and experience the thorough satisfaction which is born of the knowledge that the buyer will be amply satisfied with his purchase.

On the other hand, when you sell a really high-grade product, backed by the reputation of responsible manufacturers, you do it with the contented feeling that your customer carries away with him not only what he has purchased but also a feeling of good-will toward you—and that means return orders and increased profits.

There, in a nutshell, is our argument for

Retyco Rebuilts

Mr. Typewriter Dealer, we know that you want to sell your customers rebuilts which are all that a rebuilt typewriter could be. And we know that if we could show you personally our stock you would agree with us that the quality and workmanship in Retyco Rebuilts are a just cause for the pride we have in our product. As for the scope of our line—we'll supply you with any machine to be had. The goods and the quality you want—one couldn't ask more. We can be of service to you.

Write Us Today

Rebuilt Typewriter Co.
417 South Dearborn Street
Chicago, Ill.

CRANE'S
JAPANESE LINEN
CRANE'S
1913
ALL LINEN

CRANE'S

"ALL LINEN" and "JAPANESE LINEN" TYPEWRITER PAPER

Of recognized Quality.

Unexcelled for Professional and Commercial Documents.

Made in White, Cream and four Colors.

A Complete line of itself.

Can be stocked alone, or in connection with "BERKSHIRE."

Sample Books with Dealer's name furnished GRATIS.

We are sole manufacturing agents.

Ask for Sample Book.

Eaton, Crane & Pike Co.
Typewriter Paper Department
Pittsfield, Mass., U. S. A.

International Typewriter Championship Thousand Dollar Silver Trophy Cup

Awarded for

SPEED—ACCURACY—STABILITY

In open competition against all others the

Underwood

holds this prize in 1913 and has held it since the first year it was offered

UNDERWOOD

"The Machine You Will Eventually Buy"

PLATENS PARTS-TOOLS

SERVICE on typewriter repairs is an asset to your business. We ARE giving it and we want every Dealer to try us out.

AMFIL XXX BLUE NON-HARDENING has been imitated but not equaled. It stands the test under guarantee. No more loss because of platens hardening on the shelves. They hold their velvety surface until entirely worn out. A trial will convince you of the truth of our statements.

Parts and tools are carried for the convenience of our patrons. We carry quite a large assortment of parts which we are increasing as we note the requirements of the trade. This department has steadily increased since our announcement.

THE AMES & FILSTEAD COMPANY

CHICAGO: 508 S. Dearborn Street
NEW YORK: 314 Broadway
SAN FRANCISCO, 58 2nd Street
DENVER: 1626 Champa Street

FINE ROTARY CHAIRS with NEW HIGH-GRADE IRONS

No. 2319½

The new M. & S. Feature

A Chair Iron as good and lasting as the chair itself—this is the new feature offered in M. & S. Chairs—a feature never before obtained in high grade designs. The new M. & S. Iron operates easily—silently. It is strong and rigid.

Increase Your Sales

You can double your sales on Rotary Chairs by offering this new iron. A demonstration of its smooth and silent operation is convincing. It is an immense advantage in competing for office contracts. This iron can only be obtained on Marble & Shattuck Chairs, and with the greater sales possibilities which it provides, combined with the beautiful designs and strong construction of M. & S. Chairs, it furnishes talking points superior to those of any other line.

Write for this Booklet

We have issued a booklet called "*A Revolution in Chair Irons*" which explains more fully the advantages of this new tilting mechanism. It will be sent upon request. The complete line of Marble & Shattuck patterns is shown in our large catalog.

Chicago Office, 304 South Wabash Avenue New York Office, 815 Marbridge Building

The MARBLE & SHATTUCK CHAIR CO. *Cleveland, O.*

A different language or different style of type in an instant

This is an exclusive feature of the new

MULTIPLEX HAMMOND

Two languages or type styles on every Hammond Typewriter. Thirty different languages can be written, and you can make your own selections.

Other Valuable Features

Unlimited Speed **Visible Writing** **Simplest Construction**
No Unnecessary Parts **Perfect Alignment** **Writes on Any Width Paper**

The Hammond Is Portable

The best and lightest machine for travelers. Every typewriter user should know the new Multiplex Hammond.

THE HAMMOND TYPEWRITER CO.

69th and East River, - - NEW YORK, N. Y.

DEALERS

We have an excellent exclusive agency proposition that will net you substantial profits. Let us show you what we have to offer.

Eighty inches cutting edge

—insuring maximum service at minimum cost

Range of points from blunt to fine

a matter of prime importance

DUPLEX, retail price, $6.00

Twin Cutters Eliminate Strain on Lead in Sharpening Operation.

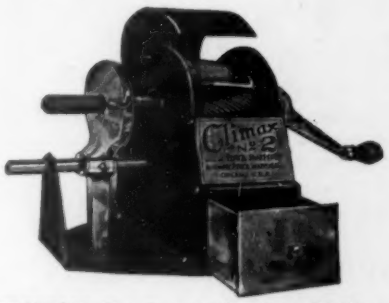
CLIMAX No. 2—The ideal sharpener, the only automatic feed, twin cutter pencil sharpener made.

DUPLEX—The only hand fed sharpener made with self centering chuck—this insures perfect centering of pencil.

Maintained Retail Price. Liberal Dealer's Discounts.

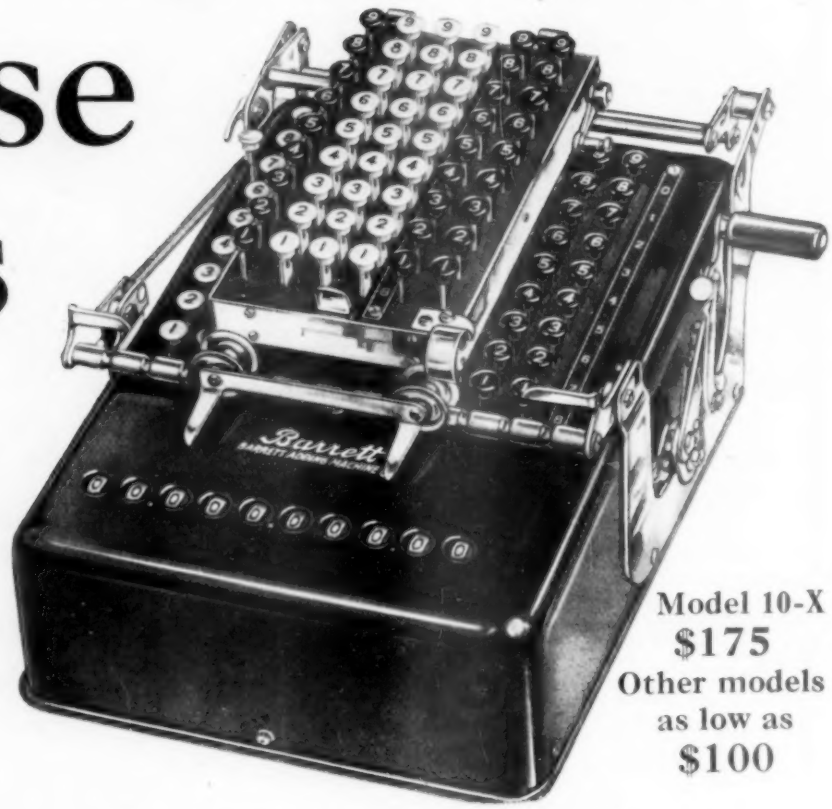
AUTOMATIC PENCIL SHARPENER CO.

440 ATLAS BLOCK, CHICAGO



CLIMAX No. 2, retail price, $7.50

Sell–
Barrett Adding Machines
–Increase Profits



Model 10-X
$175
Other models as low as
$100

Ask any dealer now representing us and he will tell you with enthusiasm that a Barrett connection is a profitable one.

"Dealers must profit if we are to profit" is the dealership slogan.

Barrett
Portable
Adding & Computing
MACHINE

Certain territories are still open. Your city may be one of them. If you are the live wire in your district, write us immediately for advices and proposition.

Our "How to Market the Barrett" portfolio will show you part of our dealer co-operation work. It will explain how we help dealers.

The Barrett is: Accurate, Compact, Portable, Low-priced and **Handle Driven.**

It not only adds, but subtracts, multiplies and divides. Simple in operation. No trained employee required.

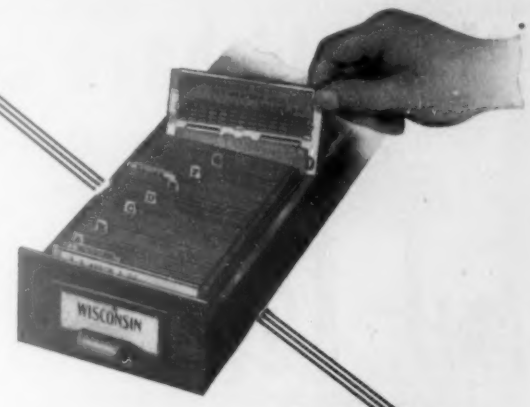
There are three standard Barrett models—the No. 6 (Price $100) with a capacity of 9,999.99; the No. 10 (Price $150) with a capacity of 9,999,999.99 and the No. 10-X with Computing Attachment (Price $175) same capacity.

Write us today for proposition. To those dealers who are actually interested in a Barrett connection, we gladly send our portfolio.

BARRETT ADDING MACHINE COMPANY

General Offices: Bulletin Building, Department C., Philadelphia, Pa.

THE ONE ESSENTIAL FOR LISTS OF NAMES



There is one essential, one all important necessity often underestimated by users of lists of names.

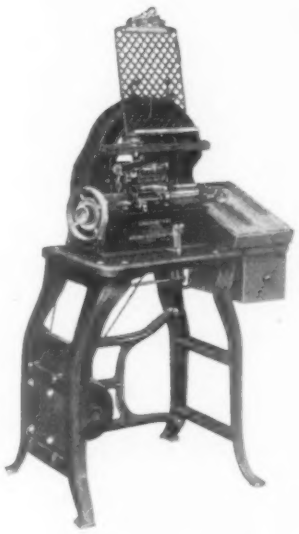
This is the handling of the list, purely apart from the addressing of it. Briefly defined, this one essential means keeping your lists accurately up-to-date and ready for immediate action at all times.

Here is where the purely "systems feature" of the Addressograph proves its efficiency. Study the address plate pictured, and the Addressograph method of filing in a labeled steel filing drawer. These address plates when filed are much more quickly and easily located than cards in the ordinary card file. The construction of the address plates makes it simpler to handle them than paper cards. Again, they can be more systematically subdivided because of the interchangeable vertical subdiving tabs. And they can be classified by line of business by placing the tabs in different positions to indicate the classification. Each address plate carries a card, not only invaluable for locating individual address plates, but also of utmost importance in the keeping of data and memoranda for permanent records.

By means of the Graphotypes, hand or motor driven as illustrated below, changes and additions can be made to the list immediately as they occur—the work is all done in your own office. Upper and lower case type (large and small letters) exact facsimile of typewriting can be embossed if desired.

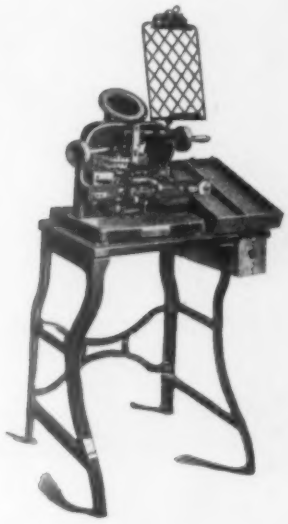
Tell us the size and nature of your list and send us samples of your forms. Then our System Service Department will tell you just how the Addressograph can be applied to your particular needs.

PRINTS
50 to 60 Typewritten Addresses Per Minute On Anything—Everything



The Motor Graphotype Embosses Typewriter Style Type on Metal Plates

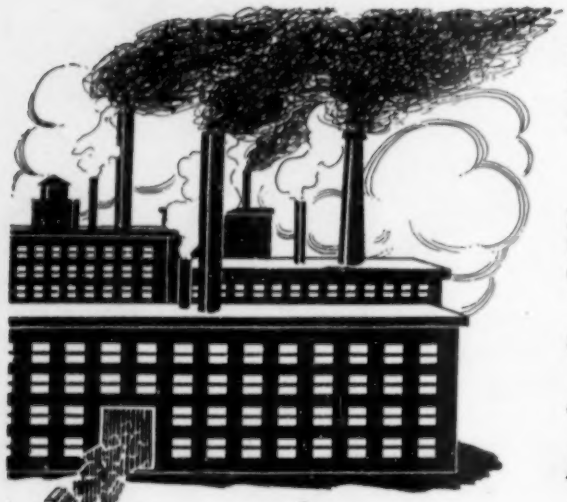
The Addressograph
PRINTS FROM TYPE



The Hand Graphotype

ADDRESSOGRAPH CO., 903 W. VAN BUREN ST., CHICAGO, ILL.

"I could have closed the sale easily if----"



Goodness knows, there are enough "ifs" without adding "if I had had the machines in stock." Some of the other "ifs" are beyond your control, but you can eliminate the "no stock" bugbear, if you will.

AMERICAN FACTORY REBUILTS

have a distinct reputation for quality and the manufacturing plants from which they come are so situated as to be immediately available to dealers in any part of the country. You know what a saving of time and expense that means.

And platens which you send to us to be recovered will be returned to you within twenty-four hours after we receive them.

The rebuilt typewriter business properly handled means profit. Write our nearest plant and we'll tell you how we can help.

American Writing Machine Company

345 BROADWAY, NEW YORK, N. Y.

Factories: 369 Mulberry Street Newark, New Jersey — 641 Santa Fe Avenue Los Angeles, Calif. — 1222 W. Madison St. Chicago, Illinois

DORNETTE DESKS

Our Latest Sanitary.
(Furnished with or without casters)

Extremely popular with office furniture dealers

Made as fine as the best kiln-dried hardwoods and skilled workmanship can make them.

Write for Catalog

The J. Dornette & Bro. Co.

Cincinnati, Ohio

The Challenge of Modern Efficiency

The Royal has cut another Gordian knot of "Big Business"—has solved another high-priced problem. The same standard model of the Royal that turns out your correspondence does the "special" classes of billing work without any special attachments, and typewrites tags, tabs, labels, record-slips and cards of every known form.

The Royal Master-Model is a modern letter-maker in a class by itself. The Royal *does the most,* for it does the work of several typewriters in one: (1) General Correspondence, (2) Writing upon all forms and widths of Cards, Envelopes, Tags and Labels, and (3) Condensed Billing, Loose Leaf and Unit Order work—all this without a dollar of added cost to the purchaser.

ROYAL TYPEWRITER COMPANY, Inc.

Royal Typewriter Bldg., New York 58 E. Monroe St., Chicago, Ill.

Branches and Agencies the World Over

The Visigraph Typewriter

¶ A writing machine of the highest efficiency for all classes of typewriting. It is complete in itself for all typewriter uses. It combines in one machine all modern improvements found in all other writing machines together, and its efficiency and quality are of the highest, made such by the best design, material, workmanship and careful inspection. It is the most recent addition and a real advance in the typewriter art.

The Visigraph catalogue gives detailed particulars of its features and construction.

THE VISIGRAPH TYPEWRITER COMPANY

New York Branch Office
203 Broadway, N. Y.

116th Street and Lenox Avenue
New York City

MULTIGRAPH

Real Prospects

THIS salesman has something **definite** to work upon. Every card comes from a real prospect—a man who has been already interested by the multigraphed direct-mail advertising of the house.

Interesting form-letters (typewritten on the Multigraph), attractive enclosures, booklets, folders, cards and so on (printed on the Multigraph), are continuously creating opportunity for the salesman.

The economy of Multigraph direct-mail literature makes it practical for many who can not afford printers' charges.

The convenience and simplicity of Multigraph operation make it easy to work avenues of profit that would otherwise be overlooked.

The Multigraph is a rapid rotary printing press and multiple typewriter that produces real printing and real typewriting in your own office at high speed and great saving.

But it's much more than that—it's one of the greatest salesmen you can put into your business. Mail the coupon and get all the details.

What Uses Are You Most Interested In?

Check them on this slip and enclose it with your request for information, *written on your business stationery.* We'll show you what others are doing.

AMERICAN MULTIGRAPH SALES CO.
1830 E. Fortieth St., Cleveland

Printing:
- ☐ Booklets
- ☐ Folders
- ☐ Envelope-Stuffers
- ☐ House-Organ
- ☐ Dealers' Imprints
- ☐ Label Imprints
- ☐ System-Forms
- ☐ Letter-Heads
- ☐ Bill-Heads and Statements
- ☐ Receipts, Checks, etc.
- ☐ Envelopes

Typewriting:
- ☐ Circular Letters
- ☐ Booklets
- ☐ Envelope-Stuffers
- ☐ Price-lists
- ☐ Reports
- ☐ Notices
- ☐ Bulletins to Employees
- ☐ Inside System-Forms

THE AMERICAN MULTIGRAPH SALES CO.

EXECUTIVE OFFICES
1830 East Fortieth Street Cleveland Ohio

BRANCHES IN SIXTY CITIES—LOOK IN YOUR TELEPHONE DIRECTORY

European Representatives: The International Multigraph Company, 59 Holborn Viaduct, London, England; Berlin, W-8 Krausenstr., 70 Ecke Friedrichstr.; Paris, 24 Boulevard des Capucines

Our Latest Development

Smith Premier

ADDING AND SUBTRACTING

Typewriter

(WAHL ADDING MECHANISM)

Here it is—the computing typewriter, the "thinking" typewriter, the typewriter which writes and adds on the same page, the typewriter which prevents errors, stops leaks and cuts half the labor in all branches of accounting work.

Bear in mind also that it's a ***Smith Premier Typewriter*** built on Smith Premier principles—***one key and one stroke for every character.***

This feature has always meant simplicity. In the Smith Premier Adding and Subtracting Typewriter it means a new factor of simplicity, for no double function is ever performed by any adding key.

No trouble to break in operators on this simple machine. Any good typist is bound to be a good adding typist—ready made.

Send for the new Illustrated booklet "*It Adds and Subtracts While You Write.*"

329 Broadway, New York

Will not wear out like cheap devices

TURTON'S

Spring Cushion Typewriter Feet

Guaranteed for five years

Stop That Vibrating Noise

by eliminating desk and table sound

If you don't believe (we didn't until it was proved to us) that the Shock Absorbers will:

Save 25% on Ribbons and Carbons
Double life of machine
Reduce noise 50%
Soften the touch
Make possible more and better work
And not cost money but **save it**

If you don't believe these things send for a set and satisfy yourself.
Thorp & Martin Co. guarantees this article.

Thorp & Martin Company, Boston, Mass, U.S.A.

Parts, Platens, Tools and Supplies

NEW YORK BRANCH, 314 Broadway. CHICAGO BRANCH, 508 South Dearborn Street SAN FRANCISCO BRANCH, 58 Second Street

A few ways in which

The Moon-Hopkins Billing Machine

will save time, insure accuracy and

Promote EFFICIENCY in YOUR OFFICE

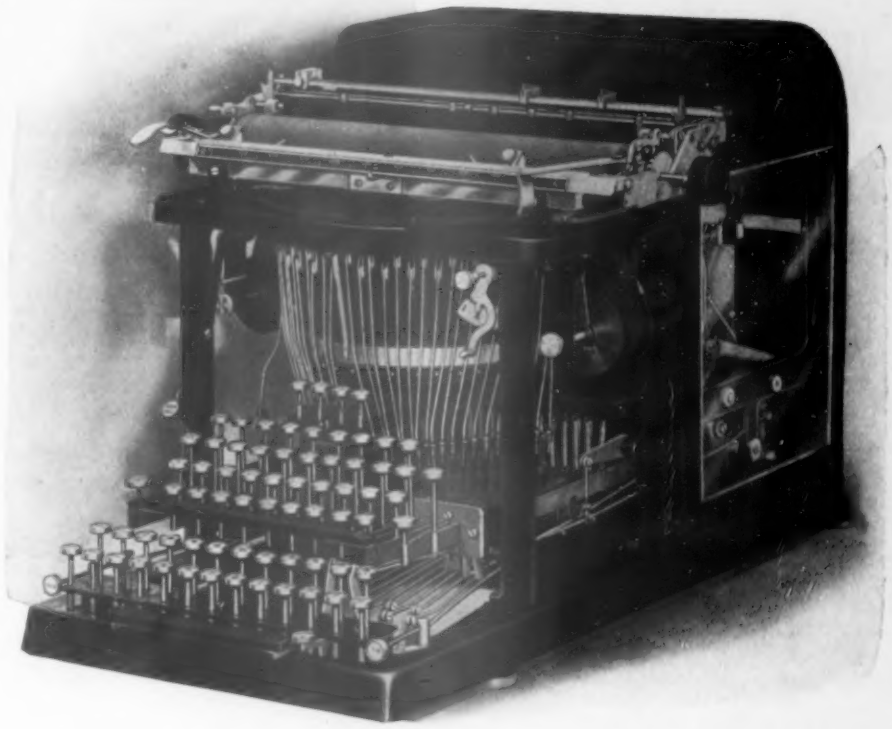
1. It makes all calculations on any bill and prints the answers automatically.

2. It totalizes the bill in one second after the last extension is made.

3. A bill complete can be figured and printed faster than it could be copied on an ordinary typewriter after the extensions are made.

4. It is the only machine that can figure any bill and totalize it without the resetting of the amount.

5. It handles all fractions as easily as whole numbers, eliminating extra fractions, gives and takes all half cents, deducts as many discounts as are necessary and then prints the net amount at once.



"The Machine that Thinks"

The Moon-Hopkins Billing Machine secures such marvelous results in such a simple, quick and entirely automatic manner that it has justly been called "The Machine that Thinks."

It is truly the modern marvel in the office equipment field. One bill clerk with this machine can do the work more quickly and accurately than two or three under any previous methods.

Write at once for full particulars.

Moon-Hopkins Billing Machine Company

NEW YORK OFFICE:
350 Broaday

CINCINNATI OFFICE.
519 Main Street

CLEVELAND OFFICE:
715 Rose Building

MAIN OFFICE AND FACTORY:
2235 O'Fallon Street
ST. LOUIS, MO.

LOUISVILLE OFFICE:
125 S. 4th Street

CHICAGO OFFICE:
854—29 So. La Salle Street

BOSTON OFFICE,
220 Devonshire Street

PHILADELPHIA OFFICE:
727 La Fayette Building

Squeezing The Water From The Cost of Business Machines

A Business Story that interests YOU

The business of this organization is to create efficient business aids — at the lowest possible cost.

These business machines cut costs, save time, prevent leaks and losses. Their value is already proven.

The difference between these machines and those that do similar work is the difference between elaboration and simplicity — between small sales and big profits and big sales and small profits. These are condensed and simplified editions — with faults eliminated — stripped of all geegaws and fancy trimmings and brought down to the most efficient working basis.

They are produced in a great factory at the least possible cost of efficient work and sold in immense volume on a small profit margin.

As fast as these machines reach the stage of greatest efficiency where they can safely be backed by an ABSOLUTE AND POSITIVE GUARANTEE they will be placed on the market, AND NO SOONER.

$2 New Era Self-Sharpening Pencil Sharpener $2

Is the first machine produced that NEVER GROWS DULL.

Pay five times the price of the New Era and you cannot buy a machine that will give you the service you get here for a two dollar bill.

You can put a needle point on a pencil quicker than you can take your knife from your pocket or reach most other sharpeners. Or, if you prefer a medium or coarse point, you can regulate it to suit your taste. EVERY TIME YOU SHARPEN A PENCIL THE BLADE SHARPENS ITSELF.

It saves its cost a dozen times over every year in time and in pencils. It is absolutely guaranteed for a year and will last a dozen. Small and compact — a few inches of desk space is all it needs.

Try this pencil sharpener for ten days at our risk. Just write for one on your business letterhead.

New Era Pencil Sharpener, $2.

$10★ The New Era Check Protector $10★

You know the risk you run when you send out an unprotected check. There is only one company in the United States that will insure you against check raising, and that one charges TEN TIMES THE COST OF FIRE INSURANCE FOR CHECK PROTECTION—that's how dangerous it is.

Outside of the New Era the only machines that will give you POSITIVE AND LEGAL protection cost three to four times the price of the New Era Check Protector. Yet the New Era does exactly the same work, just as perfectly, just as effectively. The New Era cuts the figures into the check and fills the cuts with indelible ink. It macerates the fibre of the paper so that the slightest attempt at alteration destroys the check. IT IS LEGAL PROTECTION TO THE EXACT AMOUNT. The price of this machine is $10.00. Guaranteed for two years—but it will last a lifetime. It is the smallest and the most compact machine of its kind made.

Check in position—operating machine.

New Era Check Writer

WRITES the FULL AMOUNT, A WORD AT A STROKE

It is less than half the size of the other machines that do the same work because it is made on a simpler and more effective principle. It is 3x4x5 inches—small enough to go in any corner of a desk or drawer, out of the way—yet ready for instant use.

It is wonderfully fast—a stroke writes a full word like this—ONE HUNDRED.

It is neat, compact—AN ABSOLUTELY UNCHANGEABLE METHOD OF PROTECTION—and it costs just about HALF AS MUCH AS ANY OTHER MACHINE THAT DOES THE SAME WORK. It does not require an extra shelf or table and you can write two checks with it in the time that it would take you to walk over to a bigger machine.

Before you decide on any Check Writer, compare THIS MACHINE IN COMPETITION WITH ITS DOUBLY EXPENSIVE COMPETITORS. It will be placed on the market about January 1st. It will sell for about $20. Write for information on your business letterhead.

Salesmen and Branch Managers

There are no products on the market today to equal these, and others we will bring out shortly at their prices, and none better at any price. We are building a great national sales organization that is growing bigger every day, and we want men who can grow with it.

The New Era Mfg. Co. has practically unlimited financial resources at its command. We know of no better opportunity for ambitious men who want to grow. We have room both for salesmen and for managers of our branch organizations.

Almost every county must have at least one Salesman; every district a District Manager; every branch a Branch Manager.

Tell us your earning capacity, previous connections and results produced, and if you measure up we will put a real opportunity before you.

New Era Mfg. Co.

450 Fourth Ave. New York City

Quigley DESKS

Mean to you, "Mr. Dealer"—

Quality, Right Prices, Prompt Service, Quick Sales, Good Will of Your Customers and Good Profits "Nuf Sed"

STYLE No. 832

Line Manufactured Complete in all Sizes and Best Grade Quartered Oak and Mahogany.

Catalog to Trade Only.

Positively Guaranteed to be Exactly as Represented.

The Quigley Furniture Company

WHITESBORO, N. Y.

No. 5288

The Effect Produced on Prospective Users

who look at Grobhiser tables in your store is in itself a selling point in your favor. Attractive, practical equipment leads to efficiency on the part of the user.

Such is the Grobhiser line. You can easily follow up the advantage of its attractive design and practical construction and crystallize this advantage into sales. This means more profit with a less effort.

Write at once for catalog which portrays the line in detail

GROBHISER-CABINETMAKERS COS. **Sturgis, Michigan**

Elliott-Fisher

The Machine with the Flat Platen

Will write in a bound book or on loose sheets.

Will write on a postage stamp or on the largest sheet of paper and do it conveniently.

Will write on the thinnest tissue, or the heaviest card.

Will post to a loose leaf ledger without removing the sheets from the binder.

Will make a single copy or manifold twenty copies at one writing.

Will tabulate to the column or decimal point as desired.

Will add in one column or in many columns at one time—automatically adds as it writes.

Will add decimal moneys, physical units, English currency, tons and cwt., hours and minutes, feet and inches, gallons, quarts and pints, fractions, yardage, dozens, etc.—all or part on one machine.

Subtracts as easily as it adds.

Its scope "makes toil easier" on a lot of office drudgery—ask for particulars.

Elliott-Fisher Company

122 Cedar Street, - - - - - - - - - Harrisburg, Pa.

75 Cannon Street, London, E. C.

An Office Equipment Market

To the Manufacturer of office machinery and labor-saving equipment for the efficiently conducted office. Chicago is a city of many opportunities. Not only is it a bee-hive of industry—the home of big business—but it also is the clearing house for middle western and western business. Chicago has been the birthplace of many of our world's famous labor-saving machines—devices that have played a conspicuous part in the alteration of the commercial maps of the world.

The seeker after knowledge, the man who would become more intimately acquainted with modern office equipment labors under a most serious handicap in any large city, and small ones also for that matter. Before the layman can satisfy his thirst for knowledge it is necessary for him to ascertain where information may be had, and even then it is necessary for him to visit a number of institutions. This naturally retards the more rapid introduction of improved equipment.

The Office Equipment Market will be a great convenience to the man who is anxious to inspect the most improved devices on the market.

REASONS WHY

1st. It will be a convenience to your customers. The Market, by carrying a complete line of office equipment, will be used by all those who know they can here secure anything they need without the labor and annoyance of shopping all over town, especially if they contemplate purchasing several articles at one time.

2nd. It will keep your customers informed. The Market, by exhibiting the latest and most efficient ideas in office equipment, will appeal to every progressive purchasing agent and office manager who wishes to keep his organization up to date and efficient.

3rd. It will result in sales economies for you. The Market, by enabling a purchaser to examine all styles of any article at one time, will save you waiting for your order while he is trying out your competitor's goods. By furnishing the demonstrators it will save you salesmen's salaries. As those who visit the Market do so because they have a need to fill and therefore are ready to buy, it will save you the tremendous expense of introducing and creating a demand for your goods.

4th. It will appeal to the large consumers. In addition to the appeal which the Market will make because of the comprehensive line of equipment exhibited, our demonstrators will be trained as office equipment experts, so that their suggestions will be of value to those desiring to place large orders. Where firms are fitting up or reorganizing whole office or departments, the Market's corps of demonstrators will be in position to render them valuable assistance and to point out many new and efficient uses for office appliances.

5th. The Market's lectures and special exhibitions. At frequent intervals the Market will have open lectures on organization, operation and office management that will be illustrated by the equipment on display in the Market. The purpose of these lectures and special exhibitions will be to familiarize the public with your appliances and to inform them of the valuable uses to which they can be put. New goods and fresh applications of old ones will be constantly introduced and featured.

6th. The Market will be advertised extensively. Newspaper space, surface and elevated cars will be used to teach Chicago's business world what the Market means to them. The advertising campaign will be steady and persistent. Chicago and the West shall know of the Market.

7th. The Market will in reality be a permanent business exposition, an eliminator of lost motion, a place where the busy man will find the device or article he is looking for with the least possible expenditure of time.

8th. Exhibitors must be maufacturers of standing—the keynote of the Market will be the merit of the goods displayed and the service rendered its patrons.

9th. The Market is located in the Commercial National Bank Building, Clark and Adams streets, Chicago. In fact, "right in the midst of things."

10th. Exhibitors and visitors may expect the same sort of honest and business-like management that distinguishes the building in which the Market is located.

In the Heart of Chicago

OPERATING RULES

1st. Booths will be rented by manufacturers exhibiting their goods therein.

2nd. Demonstrators in the Market are employed by the Market, and are in charge of a competent office equipment expert. In demonstrating an article, the method and arguments of its manufacturer will be used, but no opinions of comparative quality or recommendations as to the purchase of any article will be made by the Market demonstrators.

3rd. The Market will be under the supervision of the Commercial National Bank Building and space will be rented only to concerns of known reliability.

4th. The primary purpose of the demonstrators is to furnish information to the visitor to the Market, and such information is given without in any way placing the visitor under obligations to buy articles exhibited or demonstrated.

5th. If a visitor should desire a trial of any articles, the manufacturers of which are willing to place on trial, such manufacturers will be immediately notified, and their representatives will take up the matter with the visitor direct.

6th. With the visitor's permission, the manufacturers of goods examined will be notified of his visit. The Market wishes to serve its patrons, but not to annoy them with solicitors and advertising matter, which they do not desire.

7th. Should the visitor wish, while at the Market, to purchase any article on display therein, the demonstrators will be permitted to take his order. In case of such orders, but in no other case, the Market will receive a nominal commission for the sale.

8th. Salesmen are welcome to bring prospective purchasers to the Market for the purpose of demonstrating goods, which their company may have on exhibition therein. Such salesmen will not, however, be allowed to demonstrate any but their own goods.

9th. Persons interested in certain lines of goods may phone or write for the names of concerns ezhibiting such goods in the Market, and the Market will, if desired, notify such concerns of their inquiry.

TO MANUFACTURERS

No matter how small your device or article may be we can be of service to you, at a reasonable cost. Don't you want to know about our "Showcase Section?"

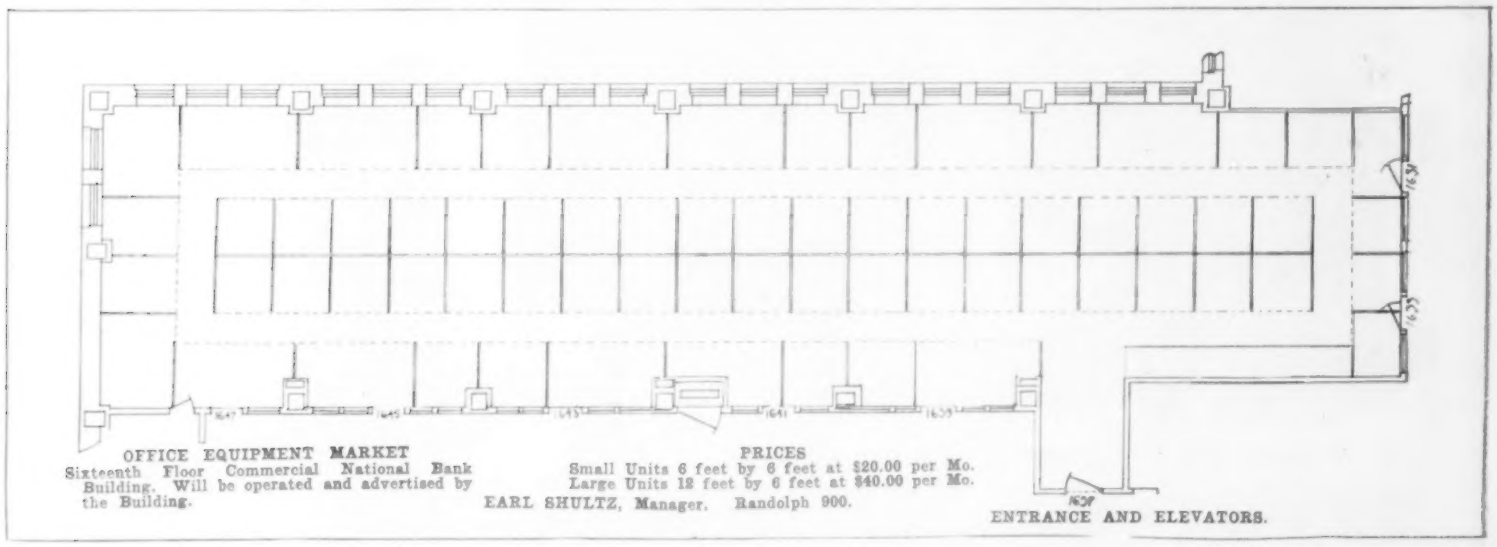
When you come to the city, come in and get acquainted. We want to know you and we want you to know all about the Market.

TO DEALERS

When you come to Chicago, make the Market your headquarters. Have your mail and telegrams sent in our care. We will be glad to see you. The Market and its facilities are at your command. If you wish to make an appointment with a manufacturer's representative in the Market, do so. We will gladly provide the visiting salesman with facilities for showing you his line.

EARLE SHULTZ, Mgr.

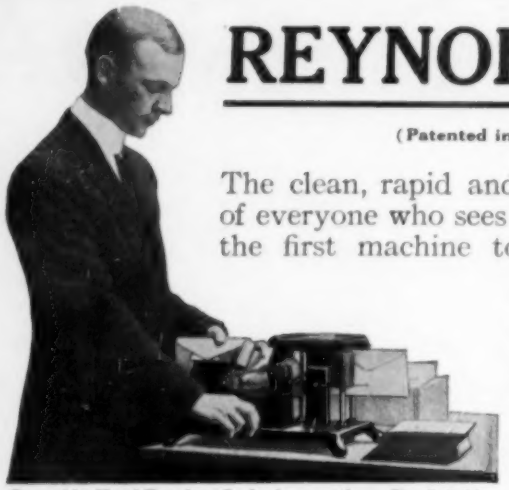
Phone, Randolph 900. Room 1127 Commercial National Bank Bldg.



The Office Equipment Market Will Open January 1, 1914

REYNOLDS ENVELOPE SEALER

(Patented in all countries.) Seals all sizes without adjustment.



The clean, rapid and efficient work of this marvel of simplicity wins the admiration of everyone who sees it operation. When it was put on the market in 1910, it was the first machine to successfully seal envelopes.

Frequent attempts to imitate prove the truth of this statement. It is also an admission that the REYNOLDS is superior to all others.

Reynold s Hand Envelope Sealer in operation. Size 7x8x14 inches. Weight 21 pounds. No adjustment necessary.
SEALS 6000 PER HOUR. PRICE $35.00

We set the pace —others follow

SEALS 12,000 PER HOUR.
PRICE $125.00

Reynolds Electric Envelope Sealer in operation. Size 14x15x16 inches. Weight with motor 63 pounds.

WHAT SOME OF OUR USERS SAY:

We consider the Reynolds the best machine on the market. It paid for itself the first month we had it. Pittsburgh Gage & Supply Co., Pittsburgh, Pa., U. S. A.

It is fool proof and can be run by anybody who knows enough to manipulate a clothes wringer. Our only regret is that we did not know about it sooner. Anti-Saloon League, Baltimore, Md., U. S. A.

We use them in all our offices and have never had one get out of order. We have tried nearly all the sealers in the country and yours is the only one that has given us satisfaction.
American Adjusting Ass'n, Cincinnati, O., U. S. A.

Some territory still open for live agents. Send for proposition and booklet with list of 1,000 prominent users.

REYNOLDS ENVELOPE SEALER CO.

Successors to H. J. REYNOLDS & CO.

450 Fourth Avenue NEW YORK, U. S. A.

DIETZ DESKS FOR DEALERS

No. S-43

Write for catalog

Roll Tops
Flat Tops
Standing Desks
Typewriter Desks
Office Tables

The **Dietz** line is extensive and up-to-date.

It assures success to capable dealers.

J. F. DIETZ & CO., 309 West Third St., Cincinnati, Ohio, U. S. A.

THE sale of established brands of staple merchandise is most beneficial to the dealer. The constant placing of an established, easily recognized trade marked brand before the user, is an actual incentive for the demand of recognized products.

Buck-Skin TRADE MARK

Carbon Papers and Typewriter Ribbons

are advertised extensively both in trade and users' publications. It is only logical business sense that dealers who are broad minded and with sufficient foresight will see the advisability of carrying a complete line of these high-grade products, which are produced by the world's most progressive manufacturers.

There are several cities which we have not yet assigned the exclusive sale of Buckskin products, and we urge dealers in these territories to request a liberal supply of samples for testing purposes, and to consider our dealers' most attractive proposition, which means increased sales and profits.

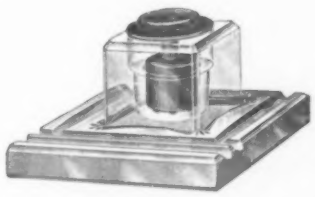
NEELY & PEACOCK COMPANY, 116 West Illinois Street, Chicago, Illinois

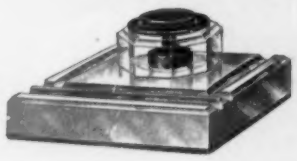
HIGH GRADE CUT GLASS BASES

Equipped With

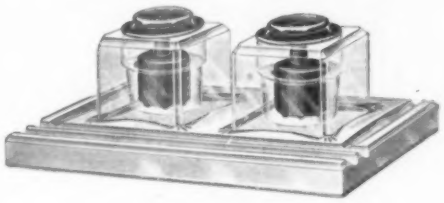
SENGBUSCH

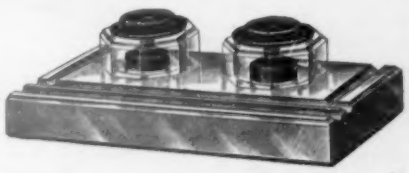
SELF-CLOSING INKSTANDS





Are Handsome Holiday Gifts
Both Useful and Ornamental

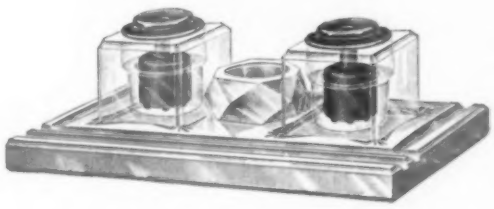


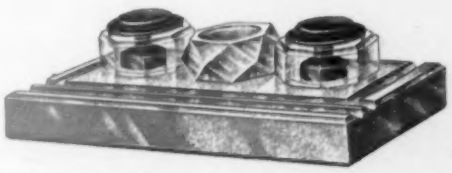


THEY ARE BIG SELLERS

EVERY DEALER

Should have a complete assortment displayed during the coming season.





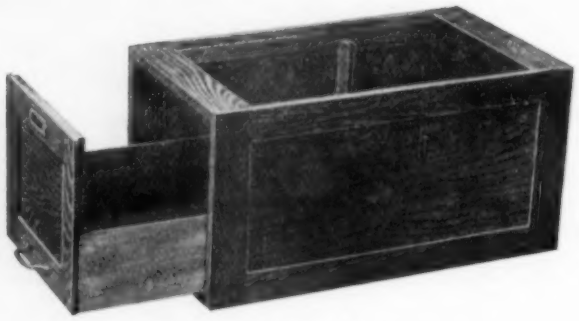
We also carry a Complete Line of High Grade **Colonial** Bases in Oak and Mahogany.

Write for Copy of Our Catalogue No. 10

SENGBUSCH SELF-CLOSING INKSTAND COMPANY

MILWAUKEE, WISCONSIN

A Triumph in Transfer Case Construction

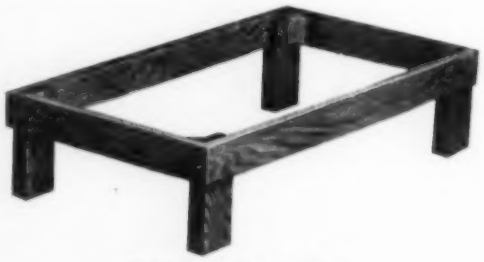


Transfer Case Section
No. 140 Letter Size. No. 141 Cap Size. No. 142 Invoice Size.

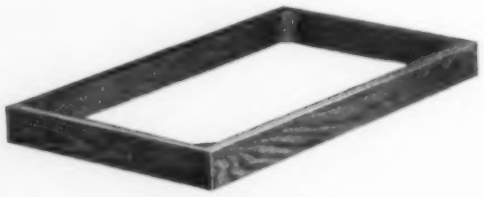
Stack of Sections with Sanitary Base and Sectional Top

Panel Top
Made to set into opening in top of case. Easily fitted into grooves provided for it. No tools necessary.

Sectional Top
No. 149 Letter Size. No. 150 Cap Size. No. 151 Invoice Size.



Sectional Sanitary Base
No. 143 Letter Size. No. 144 Cap Size. No. 145 Invoice Size.



Sectional Floor Base
No. 146 Letter Size. No. 147 Cap Size. No. 148 Invoice Size.

All Dovetailed
Sectional
Oak Transfer Cases

Four vital features found only in these cases make them the best and most attractive transfer cases made. Study these features carefully. They are important.

The Sectional feature is very vital. B-M "All Dovetailed" Transfer Cases build up, one above another, like standard sectional cabinets, without bolting. They stay "put" and do not slip and slide around when being used.

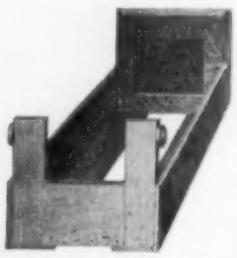
All panels are three-ply built-up stock—not single-ply rotary cut veneers. They do not warp or twist, check or crack.

Are your Transfer Cases merely Nailed Together, or are they Dovetailed?

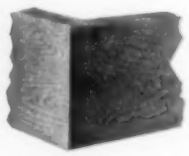
All framework is oak dovetailed together—the strongest joint known to the cabinet-maker's art. No nails are used in the outside case—just dovetailed joints and good glue.

Four rollers to each drawer—an exclusive feature of Browne-Morse "All Dovetailed" Transfer Cases. The drawers never drag or stick. All drawer sides are full standard height.

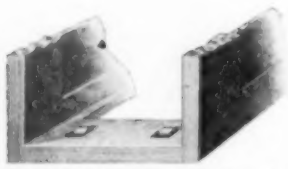
Best of all, the price of these transfer cases is no higher than that of the ordinary kind. You get all these exclusive advantages without extra cost.



Rollers set in back of Drawer



Dovetailed Joint



Rollers set in Cross Rail under the Drawer

Special to Dealers

Browne-Morse Transfer Cases are characteristic of the Browne-Morse complete line of Filing Cabinets. Because of its high quality, its original exclusive features, and its wide adaptability, the Browne-Morse line is making marvelous progress. As a live dealer you ought to post yourself on the Browne-Morse Cabinets.

Write today for information.

Browne-Morse Company
112 McKinney Ave., MUSKEGON, MICH.

THE LARGEST LEGAL BODY IN THE UNITED STATES HAS WRITTEN A LETTER AFFECTING YOUR BUSINESS

Every Stationer, Everywhere, will be interested to read what the American Bankers' Association has written, voluntarily, praising the ECLIPSE PNEUMATIC INKWELL

This past October, for six days, the American Bankers' Association—the oldest as well as the largest and most influential organization of bankers in the United States—held its annual convention at the Copley-Plaza Hotel, Boston. These representative men of finance had an immense amount of important business to transact in the few days of their meeting. Every minute counted—every minute *has* to count—for these bankers! So, of course, they used the ECLIPSE Pneumatic Inkwell exclusively, during their stay.

Keen judges of values—they appreciated this perfect working inkwell which always gave satisfaction, but which never "slopped over," blotted the writing, soiled the fingers or—in other words—*wasted* an instant of valuable time.

Read this letter which the Association voluntarily sent to show its appreciation of the Eclipse Inkwell:

For Prudence—Sound Judgment and Estimation founded on *Performance* rather than on *Hearsay*—Trust a Banker

The American Bankers' Association, Boston Convention
October 6-10, 1913

Boston, October 16, 1913

The General Supply Company,
Danielson, Conn.

Dear Sirs—We take this opportunity to express our appreciation of the courtesies extended by you to us in furnishing inkwells which were used in connection with the Thirty-ninth Annual Convention of the American Bankers' Association. These inkwells were in every way satisfactory and the service given to us by you we assure you was fully appreciated. We had nothing but favorable comment and trust your courtesies will be rewarded by increased business.

Very truly yours,
(Signed) HARRY L. AYER,
Secretary Executive Committee.

An inkwell that so pleased these bankers will please your customers

—Pretty Clear why they liked the ECLIPSE

The General Supply Company, Dept. A Danielson, Conn.

LOOSE **I-P** LEAF

The Greatest Pair in Loose Leaf

The Story of One WILL BE the Story of the Other

The I-P Ledger

No Better Recommendation

The I-P Post Binder

The Accepted Standard

Right in Style **Right in Principle**
Right in Construction **Right in Operation**

The I-P Top-Locking Binder is acknowledged (by promiscuous imitation) to be the correct type of Post Binder—so it will be with the I-P Ledger. It is sure to be imitated.

There is no other Ledger like the I-P. It establishes a new principle for Loose Leaf Ledgers—the same as did the I-P Button Lock for Post Binders.

Complete Stocks **Immediate Shipments**

IRVING-PITT MFG. CO., Kansas City, Mo.

New York 54-56 Franklin St. **Boston** 161 Devonshire St. **Chicago** 24-26 S. Clark St. **Philadelphia** 1029 Real Estate Trust Bldg.

Write for samples of

OLD HAMPSHIRE BOND SEMI-BUSINESS STATIONERY

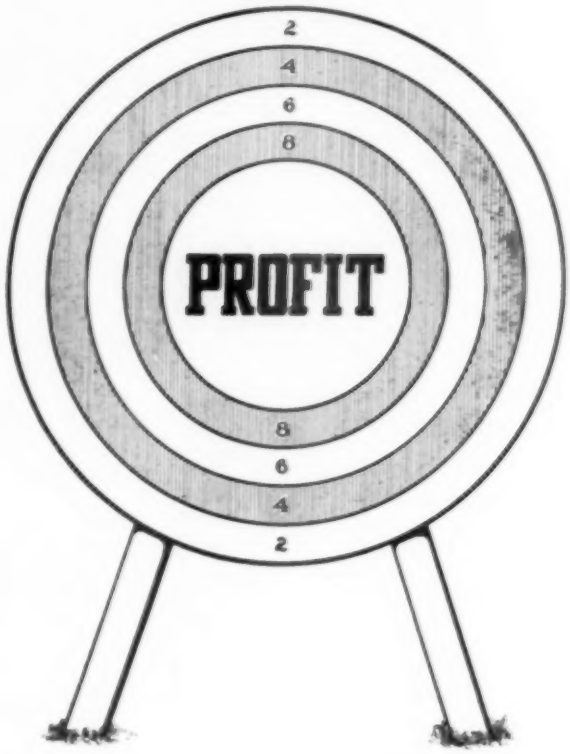
¶ This new addition to the Old Hampshire Bond line is destined to be most popular with business men. We have a plan in connection with this item which should enable you to greatly increase your stationery sales, as well as locating other good business at the same time. You ought to be interested in it. If you are and will drop us a line we will go over it with you.

HAMPSHIRE PAPER COMPANY

We are the only Paper Makers in the World making Bond Paper Exclusively

South Hadley Falls, Massachusetts

SHAFT No. 11



DISCERNMENT

Many a million-dollar enterprise is the direct result of discernment. It wasn't a case of creating a demand, but of discerning one which already existed and developing it by satisfying it. So it is with the rebuilt typewriter business. Probably there are in your community scores of people who, with rebuilt typewriters, could greatly increase their profits. It rests with you to discern that demand and supply it with

General Rebuilts

First, because the line embraces all makes of machines. Second, because you may be perfectly sure that in General Rebuilts your customers are getting just that for which they ask. We couldn't afford to operate on any other basis. And we wouldn't because we want to establish lasting business connections with you and help you "cash in" on your rebuilt typewriter business. Write us about it. You surely will value our price lists.

General Typewriter Exchange, Inc.

70 Washington Street Brooklyn, N. Y.

Distributors for Continental Europe, LIEBERT & MEYERHOF, Hamburg, Germany

THE AULT & WIBORG CO'S

OUR AMBITION

is to make the best Typewriter Ribbons and Carbon Papers in the world—not once, nor twice, but every time and all the time.

Our customers tell us we are doing that very thing—right now.

We will be glad to prove this to you

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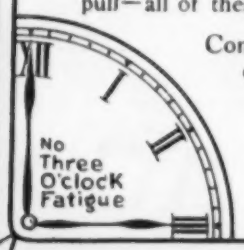

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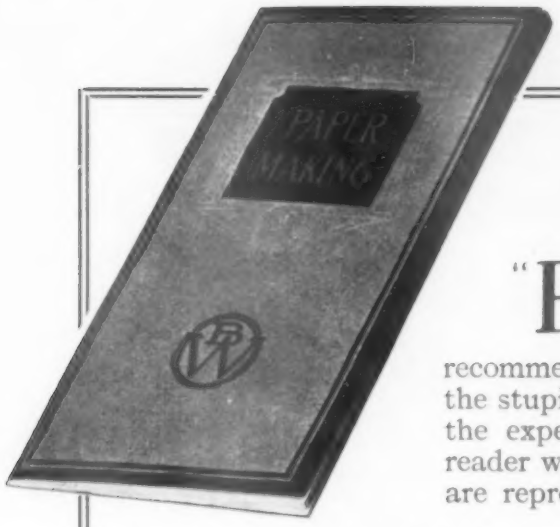

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Office Appliances
The Magazine of Office Equipment
Founded by Geo. H. Patterson

VOLUME XIX DECEMBER, 1913 NUMBER 1

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EVAN JOHNSON, PRESIDENT AND TREASURER NATHAN W. TUPPER, SECRETARY ALBERT H. HITCHCOCK, VICE-PRESIDENT

The ownership of Office Appliances is vested solely in the officers of the company. No person, firm or corporation, either directly or indirectly connected with the business it represents, has any share in its ownership or voice in shaping its policy which has in view at all times the best interests of the field it serves. It aims to discuss all subjects fairly, and to furnish its readers reliable information concerning the progress and development of the office appliance industry. It will answer any questions concerning the business to the best of its ability, and it asks its readers in all parts of the world to aid it with inquiries and suggestions, to which it will give prompt and earnest consideration.

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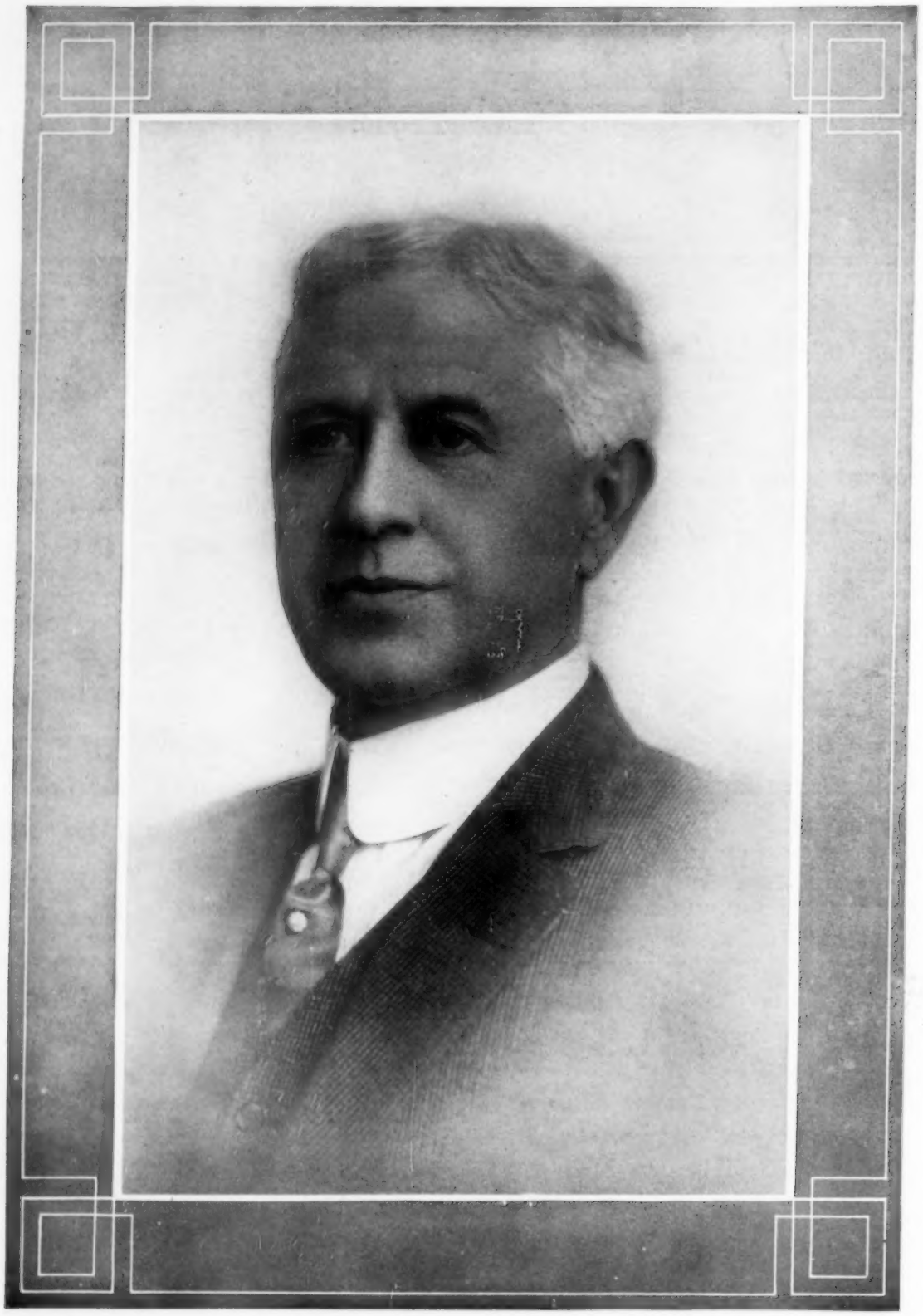

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MANAGING EDITOR

THE MAGAZINE OF OFFICE EQUIPMENT

FOUNDED BY GEO. H. PATTERSON

HOBART W. MARTIN
ASSOCIATE EDITOR

WITH THE KEY ON THE COVER

COVERING THE MANUFACTURE AND DISTRIBUTION OF THE MACHINERY, DEVICES, SUPPLIES, FURNITURE AND COMMERCIAL STATIONERY WHICH CONSTITUTE THE IMPERIAL INDUSTRY OF OFFICE APPLIANCES

VOLUME XIX | DECEMBER 1913 | NUMBER 1

FROM THE PUBLISHERS' POINT OF VIEW

A CHRISTMAS SUGGESTION.

FRIEND Captain Burtner of Albuquerque, New Mexico, says if he had his way he would make every man and woman in this country read Dickens' Christmas Carol early in December of each year.

We wish the good Captain had his way. It would be a mighty good thing for everyone. We are sure the holly berry would be redder, the leaves of the wreath greener, and the spirit of Christmas more pulsating, from an injection of this virus of inspiration.

A thousand Tiny Tims would also NOT DIE if more took the journey with the spirits of Christmas Past, Christmas Present and Christmas Future; and thousands, more or less like Old Scrooge, would bring joy into their own lives.

For inspiration—for the germination of good thoughts at this Christmas season and their resultant good action throughout the year—we endorse the recommendation of our good friend, the Captain, and hope that through all the Christmas Day every man who reads the story may hear the childish treble of Tiny Tim in benediction—"God bless us every one."

We would rather have written that story than have written the Declaration of Independence.

A CHRISTMAS MESSAGE.

TO all its friends in America and elsewhere, wherever the spirit of good will and brotherhood prevails, Office Appliances sends greeting and good wishes. To many millions of men, women and little children the Christmas celebration possesses a deep and peculiar significance and gives an impulse towards better living and a kindlier spirit toward all men. But whatever one's race or creed, mankind is a unit in approving those principles of charity, of love, of honor, which Christ enunciated, and in this all men are one—that whatever makes for the brotherhood of mankind, for the better life, for the comfort of the sorrowing and the succor of those to whom the problems of life have been more than they could bear, engages the thought of all mankind.

To all whom these words may reach, therefore, Office Appliances sends its sincere good wishes. We feel that our friends are many, and because of this we give our profound and heartfelt thanks. Carrying out this thought, we recall a few lines by Wilbur D. Nesbit expressive of the sentiment:

"Life, if good, begins and ends
In the circle of our friends.
Memory that helps and cheers
Centers in the friendly years.
When at this year's end you stand,
May you clasp a friendly hand
And be glad the good Lord sends
You your company of friends."

HOW TO MAKE WORK EFFICIENT.

THE secret of good work is largely a matter of individual concentration, relieved by a saving variety. The best executives today are those who permit themselves the necessary luxury of frequent change in employment. The most progressive factory managements are experimenting with the possibility of varying the task of the individual worker sufficiently to cultivate his keener interest as well as his industry and cumulative efficiency. Sensible office managers encourage diversity of employment for their help. Throughout each new development the leaven of service is slowly working.

Yet the strain may be lessened, for employer as well as for employe, by the conscious effort to find joy in the task. In fact, it is this effort to dignify and ennoble labor, whether of brain or hand, which is the most distinctive feature of the newer spirit of business—a spirit which is creating character as well as material wealth because it believes that both are necessary to permanent success.

THE PROBLEM OF DISCIPLINE.

THE old idea of discipline was a compound of compulsion and a bundle of negations. A factory in the days of the Gradgrinds—a few of whom still survive—was conceived by both employer and employe as a kind of prison minus the disgrace, but plus an unlimited number of peculiarly painful restraints. Human nature at work was thought of as a tree in need of perpetual pruning. At any cost, it must be "kept down." And smoke and grime and lack of sunlight kept it down. Also it kept down the quantity and quality of the output. Pale, sickly workers produced paler, sicklier work. The outcome was a healthy reaction. Workmen began to be regarded as human units rather than mechanical cranks and levers. And the modern office, when it came into being with all its wealth of labor-saving equipment, became the home of labor rather than its cell.

But the problem of discipline remained. The modern executive faces it. Sometimes he attempts a mild revival of the former method of rigid prohibition and literal enforcement. In some offices the time-clock is a sentinel as well as a bookkeeper—a monitor whose tale-bearing is an essential part of the business mechanism. In others new adaptations of the Gradgrind method appear in modernized business versions of the Ten Commandments, wherein as of old the "Don'ts" invariably outnumber the "Do's." The spirit of repression rises again, and the level of work unerringly falls correspondingly.

Yet we are learning, slowly and painfully, in business as in politics and ethics, that the only lasting discipline is self-discipline. The offices of to-day wherein a real discipline of will and effort obtains are those wherein the work itself is made sufficiently interesting and its incentives sufficiently real and plain to make con-

centrated industry a pleasure as well as a command. The positive will to service is triumphing over the negative fear of blunders—and with it the blunders themselves are becoming fewer because less dreaded as the occasion for penalty. For we are at last realizing what a hundred philosophies have preached and a thousand facts of daily life made plain—that efficiency is not external to the man but in him—the true measure of his stature and the right and full use of his innate powers.

LOOSE LEAF AND PREJUDICE.

THE New York Sun of Friday, November 7, printed the following astonishing editorial:

"A Loose Way to Keep Books."

"The loose leaf system of bookkeeping, which has been adopted by a considerable number of business houses in recent years, offers opportunities for fraudulent manipulation of book records of a kind that is impossible with the old fashioned bound account books. From the new books a page may be withdrawn and another substituted for it without any trace of the change being left.

"One of the principal virtues claimed for the loose leaf scheme is that duplicate sheets may be inserted at any time. These are made from the same stock and printed in the same style as the originals they are designed to replace, and a dishonest man might easily supply himself at the time of his initial purchase with a double set of leaves, in preparation for emergencies, if the possibility of a change in watermarks suggested itself to him as a probable means of revealing frauds.

"Entries in books bound in the familiar way cannot be altered without evidence of the fact that they have been tampered with, and the removal of a page is disclosed at once on examination of the book. But when a new leaf may be inserted in the place of an old one, there is no way to tell that it has been done.

"This possibility deserves the serious consideration of all who have to do with bookkeeping, for no ingenious plea of modernity will compensate for the creation of a new engine to encourage falsification of accounts."

When a great daily newspaper dives headforemost into a specialized and technical subject, one may be pretty sure that the little imp of mischief holds his sides in glee.

In all the round world, with whose office equipment activities this publication is fairly familiar, there is one country which conspicuously refuses to permit merchants and others to keep their books by the loose leaf system so called. That country is Russia, where all books of account are regularly inspected by the police and sealed after inspection with the official insignia of the department, and where the removal of a sheet from a book of account so sealed and certified would certainly put one in jeopardy of the inconvenient pains and penalties of the none too gentle Russian law. But even there the inhibition proves nothing against the loose sheet method of bookkeeping. It is characteristic—nothing more—characteristic of the legal attitude of a country where the presumption of guilt in all evidential matters outweighs the presumption of innocence—where the accused in a criminal case is foredoomed to conviction unless he can prove by good and sufficient evidence that he is innocent. With such a legal system it is logical to presume, upon a similar hypothesis, that all men will steal unless they are prevented from doing so by some legal precaution. Hence, books of account are secured with tape that passes through each sheet and is sealed with the big seal of empire, to be inspected thereafter at stated intervals. We do not know, but suggest it merely as a possibility that, with knowledge of chemistry and the sciences, there may sometimes arise even in Russia an embezzler clever enough to beat this system for a little while. We say, for a little while, because there never was an embezzler sharp enough to cover his tracks for very long.

If one were to take for granted the position of the editor of the New York Sun, one would assume that the removal of sheets and the substitution of others is the only way in which books may be tampered with. But there are as many other ways as there are foolish criminals to try them! A sharp knife and a skillful hand can take a leaf from a bound book so neatly that its absence can be detected only by taking the book apart. No falsifier of books ever expects to cover his defalcations for very long. His security lies in the confidence of his employer. If he can hold off the evil day until he can decamp or replace the money he has taken, that is all he expects. If he runs away there will be an examination afterwards; if he can replace the money before the loss is detected, there will be no examination. If a man has the forethought to buy two identical sets of loose leaves, supposing him to be able to do so, he would be clever enough to buy two bound ledgers identically the same, and he would have the same opportunity to do so that he would have to buy two identical sets of leaves. The careful hand that can cut a leaf from a bound book can replace another of the same kind with its proper consecutive number with a security and a precision sufficient to disarm suspicion until the culprit can return his defalcation or get to some country where extradition is not. And that is all any defaulter can do, no matter what system of bookkeeping he uses! Of course, he cannot very often get away or put back the money; but he thinks he can.

Under the old system of bound books everything centered at the desk of the accountant. His cash book, his day book, his journal and his ledger were the heart of the business. His records were the final as often they were the only guides to transactions. If he was dishonest he had the business at his mercy. The writer actually knows a concern whose bookkeeper under the old bookkeeping system robbed them of a hundred thousand dollars and covered his defalcations for nearly ten years so skillfully that it took the experts weeks to trace the chain of peculations.

The Russian system is unlike any other in the world. It is ponderous, but not always intelligent. It sets the elephant to catch the flea; and it is not based on a modern understanding of mental processes. All or nearly all other countries permit the use of loose leaf books and most of them accord the same evidential value to such records as they do to entries made in the old fashioned way. This is particularly true of English-speaking countries where the common law prevails. In these countries the use of loose leaf accounting systems is practically universal. Even banks have adopted it, since it provides so elaborate a series of checks and records that no one could for long maintain a falsified account. Going still farther, so practical and useful has the loose leaf method been found to be that state and county governments are adopting it as a means of keeping their records of real estate transactions and the government accounts. Surely, a loose and ineffective system would soon break down under a strain like this! But it does not, and proves not only safe but infinitely more economical and less productive of errors than the old method!

To argue against loose leaf is to commit an anachronism. It has come to stay and remains with us on merit. It will eventually conquer the world because it is the best, most economical system yet devised for keeping accounts and records.

In conclusion we quote a letter written by L. R. Coppage, sales manager of the C. E. Sheppard Company, to the editor of The Sun in reply to the editorial quoted above. This letter will interest all loose leaf men and accountants and we commend it to their attention. Mr. Coppage says:

To the Editor of The Sun.

Sir—In The Sun of November 7 you made a severe attack on our business as well as on the business of every other concern engaged in the manufacture of loose leaf devices and systems.

The author of the article is poorly informed regarding the system, and has no doubt based his conclusions on some one irregularity. This certainly should not condemn the system. We might as well advocate abolishing railroading entirely because of one or two train wrecks.

The facts of the matter are that present day accounting, which is based largely on the loose leaf idea, whether it be in binders or card trays, is surrounded by more safeguards than were ever used with bound books. A careful investigation will prove that fewer bookkeeping systems operated along correct loose leaf lines have been manipulated than bound book systems. This contention can be borne out by court records, and, we feel sure, by careful canvassing of the reputable and most progressive public accountants of this city.

As stated above, the mere fact that the records are interchangeable and each a unit in itself permits of the system being thoroughly surrounded by proper safeguards. Various checks and counter-checks can be used because separate sheets can be passed through the office, and, if absolutely necessary, a separate clerk can be assigned to each operation. The system can be so constructed that nothing short of a conspiracy involving the whole office force would make it possible to substitute sheets as suggested in your article.

It is an acknowledged fact that a dishonest bookkeeper will rob his employer regardless of the way the books are bound. One of the greatest bank defalcations on record was covered up for a while by the bookkeeper removing with a sharp knife a sheet from the bound ledger. Naturally he destroyed the sheet, so the discovery of its removal was of no value.

The favorite method employed by dishonest bookkeepers in falsifying records is to change footings, and this method can be more easily followed

where bound books are used, because the bookkeeper has the entire record before him. Such is not the case with loose leaf. Defalcations with bound books are more frequent than with loose leaf, and this statement will be verified by reputable public accountants and auditors.

Such arguments as The Sun brings to bear against the loose leaf system are echoes of the past. They were heard twenty years ago when the system was in its infancy, but through sheer merit alone the idea has won its way against prejudice, misunderstanding and ultra-conservatism, and today it is accepted as the standard method of accounting in all large offices.

Eliminate the loose leaf methods of accounting from the business world of today and you bring about a readjustment as far reaching as if you eliminated electricity as a motive power.

Loose leaf accounting is an evidence of progress in the office, the same as time and labor saving machines and methods are in the factory.

L. R. COPPAGE.

NEW GOVERNMENT DEPARTMENT ADVOCATED.

HAVING in mind the law's delays and the thousands of Supreme and Appellate court decisions construing acts of Congress and the state legislatures and determining constitutional points with regard to legislative enactments, Levy Mayer, the great Chicago lawyer, in a recent address before the Credit Men's Association of Chicago, urged the creation of a new department, both in the national government and in those of all the states—a department which shall have exclusive charge of the drafting, writing, preparation and interpretation of the laws.

Mr. Mayer's subject was "The Income Tax Law," and he gave an illuminating talk upon the inconsistencies of that singularly drawn measure which is causing half the big lawyers in the country to sit up nights trying to determine the rights of their clients under it. He declared himself in favor of the principle of the law, but regretted that the present measure, in view of its extremely wide application to all business and every department of business and investment, was not drawn in such a way that everything about it might be clear and unmistakable.

With regard to the drafting and framing of laws, the speaker said:

Do you stop to consider that the drafting of legislation in this country, national and state, is in the hands of inexperienced, unskilled and untried men, who propose, who draft, and who pass laws the purpose and the effect of which are too utterly beyond all effort or attempt on their part to be intelligently understood, and, much less, intelligibly applied?

Now as to the drafting and framing of legislation. If you want plans drawn for a building you go to an architect; if you want yourself or some member of your family who is ill properly administered to, you select a capable and competent medical adviser or surgeon. You pick out trained, skilled masters in their particular departments to do the special work which you have.

It is about time that there be added to our government functions, national and state, a department which shall have exclusive charge of the drafting, writing, the interpretation and the preparation of the laws.

Thousands and thousands of cases fill the thousands and thousands of volumes that weigh down the shelves of our law libraries, and those are cases that are devoted to an attempt to interpret the meaning and the definition of legislation which is crude and unintelligible.

From one end of the country to the other the courts are burdened and overburdened with the labor of trying to find out the meaning of the law giver. And you complain of the increase in courts and their functions, of the increase in the number of the members of the bar, and doubtless complain of the increase in the expense necessarily incurred in running your well fitted and well constructed law departments.

But it is a situation for which neither the courts nor the members of the bar are responsible. It is a situation for which the citizens of the United States collectively are responsible. It demands redress and cure at your hands, and the time is at hand when some positive reformation must be installed.

CO-OPERATION AND THE TRADE MOVEMENT.

HOW to apply the principle of co-operation in business without prejudice to individual initiative is the problem of the twentieth century. It crops out in the speeches of the political campaign, with the growing disposition to discriminate between the combination which has proved to be in the public interest and that which has mainly fed the funds of private plunder. Less and less do we observe that blind antagonism to every form of mutualized effort which raged like a storm across the country a decade ago. Yet the demand is quite as insistent that the co-operation which shall receive government approval and authority shall be a union for the broadest possible service of every company and individual which must contribute to bring it about.

In the meantime the silent influence of a form of free combination against which no legal or moral objection can be made is being widely felt. We mean the trade association. No other single force in the last quarter-century has done so much to create in the minds of the mass of merchants a favorable attitude toward mutualized effort as a necessary goal of commercial progress. In the trade association each member has an equal voice and opportunity. If one gets more in practical help from his membership, it is because he gives more in time and thought. The equation of service is irrepealable.

In thus molding and welding the best abilities of the respective trades into harmonious co-operating units, the trade association is heralding the most reasonable solution of that industrial warfare which is as old as man. And its solution is all the more credible and welcome, in that it safeguards the independence of the co-operating firms, while of necessity aiming at a larger service to their customers—the general public—which shall better the service possible to be given by any individual firm. In this notion of co-operation for mutual benefit, and not for the suppression of any individual business, the future society may yet find its true type and model.

OUR DECEMBER COVER.

THE cover which graces the present issue of Office Appliances is symbolical of that great event which, coming to pass one thousand nine hundred and fourteen years ago, commenced a new era in the history of the world—an era which, by the grace of Providence and the labors of Man, shall result in Peace on Earth and Good Will to Men.

This cover was designed by John T. Armbrust of Chicago, an artist whose skill with the brush and the pen is already well known to publishers and to others who admire pictures not only vigorous and bold, but delicate and alive with thought and imagery.

A man quoted St. Paul about doing the wrong thing, and leaving undone the right thing, to a correspondent and received the statement in reply "I never mix business and religion."

Ike Millikan says a lot o' chaps who are against woman suffrage, pin their faith to votes for women in the Promised Land.

—*A. Hoosier.*

GET THE DOTTED LINE SIGNED AND GET AWAY

By Louis Victor Eytinge.—Being No. 5 of the Series on "Get the Business Letters and How to Write Them," and "Business Bringing Letters and How to Build Them."—Preceding Articles Entitled, "Get in the Envelope and Seal the Flap;" "Get Under the Prospect's Hide;" "Get a Persuasive Perspective for Your Prospect," and "Get a Good Grip on Your Argument."

(Copyright, 1913, by the Office Appliance Co.)

Editor's Note.—*In this article Mr. Eytinge discusses how to close a business letter, and points out how and why the closing phrases are as important as any other part of the document. He gives several concrete examples of good and bad methods, and enlivens the entire argument with the sort of crisp, rapid-fire comment which is so peculiarly his own.*

As we read these articles the conviction grows upon us that this series, when completed, will form one of the most valuable works upon the art and practice of business correspondence which has ever been written. Victor Eytinge is a practical thinker, with a gift of interesting, forceful expression. He presents his ideas so well that one feels almost as if one knew what he is telling one before, but just hadn't thought of it. We would not be surprised if this series caused something approaching a revolution in sales correspondence—or, at any rate, started those vital ideas into being which will put life and warmth and sincerity into all such efforts.

Sincerity—that is the quality without which no letter can be a living force. It must be genuine and it must express good will and must present an argument or set of arguments in a convincing way. It must show the customer how the goods or the service will be of benefit to him. And in doing these things it must please and interest and not offend. Read Eytinge on all these points and then, Mr. Reader, examine your own letters and see wherein you have fallen short of the best standards.

THE bee may buzz around every flower gathering honey—but he gets there in the end—with his end. All letters that aim to bring in business ought to be built on the bee plan—with the stinger where the bee's is!

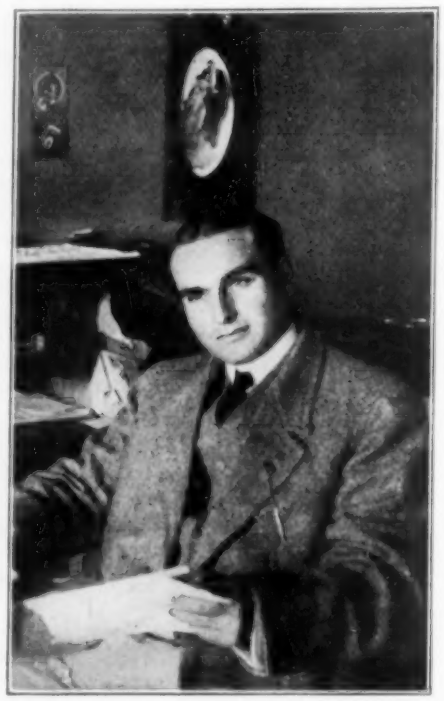
E. St. Elmo Lewis, perhaps the greatest trainer of efficient sales and advertising managers, wrote one of the soundest rules for letter writing when he advised salesmen: "Never open something you can't close." The sales letter that lacks the clinching climax is like the drunken man with one foot in a hole, who walked around it all night and wondered why he never reached his home!

All the fine openings, all the persuasive perspectives, all the gripping arguments will have been wasted unless they are aimed to get the dotted line signed—to bring home the bacon. The ship captain may stand on the bridge at sea, taking his sights and making his calculations, giving due allowance to winds and waves and waters—but the ship has one aim—the port toward which she is pointed. The commercial correspondent builds his letter for but one thing—that its last act is to make port—to build business.

Here is the last paragraph of a letter sent me by a large house:

"If there are any points in our offer you do not understand, we will be pleased to give further explanation. The courtesy of a reply will be expected, whether we make any sales or not, and we trust that we may have the enclosed card signed and returned to us by early mail. Yours very truly——.Honestly, what would you say—what would you feel like saying to that firm? Why not make the offer so plain that further explanation would be an impossibility? Never permit anything to be misunderstood—when it is so easy to be clear. Yes, they expect a reply, even after they have insulted our intelligence—and perhaps the only paper permitting such a reply would be made of asbestos! They "trust" that the order card will be signed and returned by early mail and yet have given no inducement toward producing such action.

A dealer in office filing systems said in the final paragraph of his third letter:



LOUIS VICTOR EYTINGE.

"There can be but one reason you have not accepted our special offer and that the inconvenience of making a remittance at this time. Because this may be so and because of our desire to see a BLANK installed in your office, we will extend our special offer ten days and enclose another order card. Very truly yours."—Fine indeed, isn't it? But one reason eh, and that—because you are broke? Honest, do you like to have that kind of thing said? This form of insult is more or less common—is one of the frequent causes for the black eyes form letters are getting. The thing to do, when you get such a letter, is to write such a reply as your feelings indicate—if the postal laws will stand for it!

If intermediate orders are not expected of the letter, as in an educative follow-up system, then the letter must be so built as to permit of paving the way for the letters that come after. One correspondent uses a testimonial letter, in a most unique manner, thus:

"I am enclosing the letter written by the manager of the BLANK Company. Read what his tests showed him—just as they'll show you—then return the letter in the enclosed stamped return envelope and tell us what style and size of BLANK you would prefer to try out in your business. Yours for service"—Even though the testimonial letter was made up in one of the fac-simile processes and was more or less detectable, it is a fact that over 40 per cent of the letters were returned as requested and that 14 per cent of direct orders resulted from this very letter. One of the secrets of its success is that much of the arguing is done by the *other fellow* in the testimonial letter and not by YOU. The thing that was needed to make the letter win was an adequate close that would not merely ensure reading of the enclosure, but cause the prospect to write a letter in reply and this reply was the opening wedge for other letters. Despite the great growth in direct advertising—in letter sales—in an understanding of the psychology of letter construction, it is a lamentable fact that over 50 per cent of the form letters passing over your desk will close with something like this:

"Thanking you for your inquiry and hoping to be favored with your order and assuring you it will be fully appreciated and receive our careful attention, we are, Yours truly."

Look at the difference—feel it—in a close that tingles with ginger—that galvanizes you into immediate action.

"No need to write a letter. Simply make the order blank tell us the styles you want to stand in your display rooms and we will ship them carefully timed to reach you before the rush of inquiring customers begins. We'll start the customers coming by our forceful circulation, if you'll furnish us the names of the prospects considered likely to use our BLANK. We are ready to start things for you—it is up to you to say WHEN. Why not tell us to get going today?

Yours for mutual profits."

In the office outfitting field, two men manufacture a similar product. One closes his letters with:

"I have told you of the good points of the BLANK. I have given you my guarantee and I hope that I may hear from you and number you among my customers. Yours respectfully."

My client clinches his letter with this close:

"The only strings on this offer are those around the package. You have read my offer—can anything be fairer? Since you are protected against any form of loss, why not get that trial package right away? You'll have the goods on your shelves the day after you send the order card in your hand—the profits commence right then. Why not sign the order while the matter is fresh in mind? Yours for mutual $$$$."—Which letter would get your order and why? Well, then, why don't *you* write the same kind of a letter? Look at that untechnical, straight-from-the-heart form of guarantee—don't it get under the hide? Read it again: *"The only strings on this offer are those around the package."* Look at the appeal to the prospect's sense of fairness in his "Can anything be fairer?" Can you get away from ordering that trial package when he proves to you that you are protected from any kind of loss? See how he focuses the attention on the order card when he writes "the order card in your hand." And the complimentary close is a decided compliment to your intelligence, for he says frankly that he is in business for the same thing that you are—the making of $$$. He makes you believe that the two working together, you and he, can make more of those same $$$$. You too, will make more dollars, if you adopt this close at times—and mean it.

Catch the crimson corpuscle clinching close—the close that takes hold—the fair tackle that leads to a touchdown on the dotted line where it reads "Sign here." Make your letter like your courtship. Your girl, you know likes the lovey-dovey talk—she enjoys the waist-warming—but—when it comes to marriage, if she is at all the sensible sort of girl I'd expect you to have, she'll want to know HOW you can support a wife—she will want to know things before she says "YES." And, in just the same manner, your business prospect will want to know HOW you can help him—what you can do FOR him before he sends that order. Make your close a "show you" kind and you'll "be shown."

The manufacturer who closes his letters with a phrase full of meaning leaves a lasting impression. One maker used to send out letters that ended with:

"Our usual guarantee is given with every BLANK and we trust to be favored with a share of your patronage. Very truly yours."

I was called on to rebuild his form letters and changed this to:

"You must wear the smile of satisfaction or no sale. That's our guarantee on every BLANK. Can you ask more? What prevents you sending that order today? Yours for more business."

Read these two again—read them slowly, giving full value to every word and then it will be apparent why the second letter pulled treble the replies produced by the former version. The "smile of satisfaction" is an absolute insurance policy producing just such a smile. The blunt question asking why the order cannot be signed that day is very hard to evade. It puts the thing squarely up to you— WHY NOT? Then there is the get-away; the "Yours for more business"— and it has a depth of meaning. It says in effect, that the writer has not the slightest intention of wasting either time or energy, for both are busy people, you and he—strict business is what he writes, not hot-air or foolishness. He stands for action and—gets it. Contrast this with the usual, over-worked, deadly-dull "Your truly."

If you are knuckling down in sober, steadfast earnestness about some proposition, why in the name of TRUTH can't you relegate the expressionless "Yours truly" to the scrap heap and use the warmly intense "Earnestly yours?" If you are bubbling over with the fervor of a zealot on the thing you are selling—why can't you say so—why don't you use an "Enthusiastically yours?" Don't you *feel* the effect of this very question? Then let out some of your own feelings in your close. Honestly now, wouldn't you rather have some one who is building up a friendly business with you—a manufacturer or a dealer, say—would you not vastly prefer to have him close his letters with a frank "Yours for future relations?" Would you not prefer that to the lame "Yours truly"?

J. A. Underwood, one of the successful sales and advertising managers of the country, compiled a set of letters by successful dealers in his line of stoves and the complimentary close was an inspiration with its "Yours for SUCCESS." The letters were a sheer success in firing other dealers and much of the effect was secured in the close. The most inspirational letter would have been ham-strung if a crippling close had been used—the effect would have been ludicrous had a patched tail been tagged on, say an old-fogy "Yours truly."

If your business relations with a man are cordial, is there any reason you cannot say "Cordially yours"? If you are absolutely sincere in all your statements, why not use the beautiful "Sincerely yours"? This phrase has been greatly abused and must be used only when every line rings true with the heartiness you feel yourself. Listen to the story of the origin of "sincere" and then give your best judgment to its use.

In the old Roman days, sundry contractors were in the habit of waxing rich by filling parts of the villa walls with cheap wax rather than the more expensive marble cements. They were safe for a while, since the buildings were mostly erected in the cooler days. But when the heat of summers melted the wax, the deception was apparent and all HONEST contractors put in their agreements the words "sine cera," which meant "without wax"—their houses were guaranteed without wax substitution. So then, if you build your letters and use wax in the construction—if you exaggerate and then lyingly, smugly, say "Yours sincerely," be sure that the heat of close inspection and time's passing will destroy all such efforts. Build cleanly—without wax—and sign your contracts; when you sign your letters use a phrase that means something—that bespeaks YOURSELF.

Use appeal—persuasion—power—carry conviction—make your close get somewhere. Make it get the dotted line signed and then make its get-away.

¶ Men succeed as salesmen, not as the result of favorable circumstances, and not because of remarkable brilliancy, or unusual personal advantages, but *because there is a little fire that burns within, which no obstacle can quench and no discouragements can put out.* This is the vital fire of enthusiasm, which drives men further than duty alone, and is a more compelling power than necessity itself. No great work was ever accomplished without enthusiasm—not the flaring enthusiasm of an hour or a day, or a week, but the repressed enthusiasm born of confidence and supported by an indomitable will.

¶ Enthusiasm is the salesman's business asset; doubt is his liability.

¶ Enthusiasm coupled with persistency is an irresistible force in human affairs—GEO. ED. SMITH, GENERAL SALES MANAGER, ROYAL TYPEWRITER CO.

SALESMANSHIP IN THE STORE

Some of the Advantages the Store Salesman Has Over the Man Who Must Go Out for Business

THE problem of selling goods in the store is, for the man behind the counter, much easier and less discouraging than the problems the man must face who seeks the customer in the latter's own office, and there by facts, argument and persuasion, induces him to buy an article with which he may have been theretofore unacquainted and against which he may, perhaps, arm himself with a protective shield of caution when the mission of his caller becomes known. The outside salesman who cannot become personally acquainted with all the prospective customers in a large territory must study hard to overcome the active and passive opposition in the mind of every prospect. When he enters an office and sends in his card to the man whom he wants to see the supposition is that he is there because he wants something or wants the man on whom he calls to do something which the latter may or may not want to do. The caller, to a certain extent, is in the position of an antagonist. He may—probably will—get a hearing, but his call will hardly be profitable unless he can show something interesting immediately, for unless interest is aroused at once, the prospect's attention begins to flag and to arouse interest after this may be likened to building a fire in cold ashes. It can be done, but it demands patience and skill.

The successful soliciting salesman must not only understand his goods, but he must be a master of approach; he must know how, with all sorts of men to gain immediate attention followed by interest in his proposition. And having convinced his man, he must know how to close his sale, get the order and get out. Many a sale has been made and then talked to death by the salesman before the actual order was in hand.

Psychologically the soliciting salesman usually has the odds against him. He has only his goods, his knowledge and his skill with which to combat the arguments of his prospect who sits tight and waits to be convinced upon the initiative of the caller. If he consistently wins orders it is because he has the grit to stay with the selling game, to observe closely, study his proposition from every angle and to accept no discouragement as final.

Store Salesman's Advantage.

In comparison to the handicaps under which the outside man must work, it would appear that the man in the store has every psychological advantage, and that, once he has the customer within his door, he should have little trouble in making a good sale in the majority of cases. Here the salesman has a great opportunity, and he would do well to consider it—to examine himself with a view to discovering what his own equipment would prove to be were it necessary for him some bright morning to take a line of samples out and make a canvass with them among strangers.

The store man's opportunity comes to him through his own front door. His customer wants to buy some definite thing. He is in a positive, not a negative frame of mind. He need not be urged nor driven nor argued with—but, cleverly, understandingly and tactfully handled, he can, in probably the majority of cases, be induced to buy not only what he came for, but something else which he may need but hadn't thought of. To accomplish this the salesman must possess interest, belief and enthusiasm, plus knowledge of the lines of goods upon his shelves. He must be "on the job" in the fullest sense of the term. During the hours when he is at work he must be alert of brain and keen of eye to meet the wants of every man who enters the store. He must not assume that the things in his stock which are familiar to him are likewise well known to his customer, for here lies a capital mistake. The customer may, without knowing of its existence, have need of just the combination file or loose leaf or other devices which the store has in stock. To show all the goods a man may need as long as he has the time to look at them is good advertising and makes many sales right on the spot if the thing is pleasantly, tactfully and not too insistently done. All this means brisk work by the salesman. It leaves him no time to twirl his moustache or manicure his nails while behind the counter, but it pays, and it means increased sales, more money in the salary envelope, a better appetite and sounder slumber at night.

Never neglect a prospective purchaser who enters the store. No matter how busy one may be, a look and a word of welcome are never amiss. Let the customer know his wishes will be taken care of as soon as it can possibly be done. He will then feel at home and in the four or five minutes during which he has to wait he may look around and sell himself some goods he had not intended to buy. Keep always in mind the fact that the most elaborate window displays, the most skillful advertising, the most searching system of letters and circulars intended to bring trade are money, time and effort worse than wasted if they bring customers to the store only to be neglected when they get there.

To illustrate this last thought, a personal experience will suffice. One day the writer went into a certain men's clothing house, attracted thereto by a page advertisement in the morning paper. He needed a suit of clothes and purposed to get it there. When he went in, nobody paid any attention to him, and after wandering around for a time he walked out and went to another store where an alert floor manager had him in tow in exactly five seconds, turned him over to a bright young man in half a dozen seconds more and was looking out for the next customer before the writer was out of ear-shot. Here was a case where one store was doing first-class advertising for its competitor, because it permitted part of the trade it created to get away without being attended to.

Politeness, care, attention, knowledge, work—these things are all necessary if the man in the store will reap where he has sown. The field is a big one. No one has yet measured the potentiality of the well pleased customer, but we know that upon his trade and by the influence of his word great fortunes have been built in the past and will be built in the future by those not afraid to give right heartily of their service.

IT IS commonly supposed that the great work of the world is done by the world's noted men—its captains, inventors, teachers and financiers. Not so. It bulks too large to be the work of the few, and so is distributed in small stents among the hands of the many. The low-waged man, being the real producer, is the real king. He is not tolerated, but *needed*. He has a right to move among his tasks with dignity and assurance. His prime responsibility is to himself—to fill his little niche as a man should fill it, to do his work with skill and honor, and not as a drudge, but as a faithful servant of the interests of mankind.

—RICHARD WIGHTMAN.

SOME VIEWS ON PRICE MAINTENANCE

Prominent Men Give Opinions and Arguments Upon Much Discussed Subject.

By Hobart W. Martin.

By a series of three decisions, the first of which was rendered two years ago, the Supreme Court of the United States has annihilated the supposed right of a producer of a trade-marked article, or of a copyrighted article, or of a patented article, to fix by agreement or otherwise the retail price at which such article may be sold through jobbers or retailers. So long as these decisions remain unreconsidered by the Court or unchanged by amendment of the laws regarding restraint of trade, any discussion of the price maintenance proposition as between manufacturers, retailers and the public must be largely speculative. The question, so far as business men are concerned, is settled until such time as the law as now determined is changed.

But it seems that even the government does not regard the matter as settled beyond recall, for, in a recent speech before the Lansing (Mich.) Board of Commerce, Secretary William C. Redfield of the United States Department of Commerce, said:

"The decision of the Supreme Court holding it to be unlawful for manufacturers to fix retail prices settles the present law, but the wisdom or unwisdom of the law and the economic profit or loss by the practice are not yet settled. There are men who are sincere foes of monopoly and who incline to the belief that, under economic laws, which are greater than statutes, the broad prohibition of the right to fix retail prices by manufacturers tends to create monopoly, instead of being a movement toward relief from monopoly.

"There is no thought of questioning the decision. It is the law of the land, and as such it is bound in letter and spirit to be accepted and obeyed. For the guidance, however, of future legislation on this important subject it is desirable that the economic question be worked out."

Secretary Redfield also declared that the government is about to conduct an inquiry into the fixing of retail prices by manufacturers, and from the tone of the secretary's remarks, it is safe to assume that this investigation will be sympathetic and friendly. The American Fair Trade League has accumulated an immense amount of data on this subject, all of which, it is said, has been put at the disposal of the government.

In Harper's Weekly of November 15 appears an article by Louis D. Brandeis, a well known and brilliant writer, entitled "Cutthroat Prices." In this article, Mr. Brandeis reviews the three decisions which have been outlined above and gives an illuminating discussion of the development of trading customs which led up to the one-price-for-all idea. He traced commercial usages from the time of barter and exchange, when a trade was a contest of wits instead of an exchange of ascertained values. When money was adopted as a medium of exchange, trading took its first great advance, but still the unmoral doctrine of **caveat emptor**—let the purchaser beware—maintained such a hold upon the commercial community as to become a fixed maxim of the common law. The introduction of time and labor-saving devices, the doing of business upon a large scale, all brought about new problems. Competition, once local and circumscribed, became extended; the fight for business became a gigantic thing, until finally it came about that that store which treated all customers alike—whose prices were clear and aboveboard and the same to all—had an immense advantage over those conductod upon the older methods. Here was an advance in the morality of merchandising—unmistakable proof of the fact that honesty pays. This, though an advanced position, still left the purchaser without a standard of value. Prices upon the same article might be different on different days, or different stores might have different prices—and still do have different prices upon thousands of commodities—according to location, expense, amount of profit, etc. There was—and is—no standard of value for most of the commodities which we buy, and, parenthetically, it may be urged that this fact constitutes a certain measure of protection to the public with regard to the necessities of life, but as applied to every sort of commodity opens the door to a species of competition whereby the strong establishment with great capital and a central location for the quick and easy distribution of goods may drive smaller competitors out of the market by fixing prices upon certain goods with which they cannot profitably compete. Obviously it was against the interest of the manufacturer of a definite article thus to permit his area of distribution to be circumscribed, hence the growth of the idea of fixing the retail price of trade-marked goods by imprinting it upon the package and restricting all dealers by agreement to the price thus named. "In that way," said Mr. Brandeis, "widely extended use of a trade-marked article fostered by national advertising could create both a reputation for the article, and a common knowledge of its selling price or value. With the introduction of that device the evolution of the modern purchase became complete. The ordinary retail sale—the transaction which had once been an equation of two unknown quantities—became an equation of two known quantities. Uncertainty in trade is eliminated by 'A Dollar and the Ingersoll Watch,' or 'Five cents and the Uneeda Biscuits.'"

Mr. Brandeis states that this is the system to which the Supreme Court has denied its sanction; that with regard to patents and copyrights the Court construed specific acts, declaring that they do not confer the power to fix retail prices, but that with regard to trade-marked articles the Court decided the question upon grounds of public policy and largely by analogy. While this is to a certain extent true, it is probable that the court in all its decisions on these points had in mind the principles sought to be applied in the Sherman law and the line of decisions rendered under that enactment, which, originally drawn to curb the activities of trusts and monopolies, has landed the commercial community in many places at which nobody expected it to arrive.

That the view adopted by the Supreme Court of the United States is not universal is shown by the fact that the courts of Great Britain have adopted an opposite policy. There retail price restrictions by manufacturers are upheld, for British courts are jealous of interfering with the right of contract. In some of the states, too, where the question has arisen, notably in Massachusetts and California, the courts have sanctioned price restrictive contracts. In the dissenting opinion of Justice Holmes of the United States Supreme Court two years ago the attitude og Massachusetts lawyers is ably reflected. There is a law in force in Denmark prohibiting persons from selling or offering for sale goods in the original package from producers or jobbers at a less price than that named upon the package.

Two Views Compared.

Those who believe that the manufacturer should not be permitted to name the price at which his goods shall be sold take the ground that such restriction would be in restraint of the people's right to buy wherever they can buy most economically and would tend to put the purchasing public at the mercy of the manufacturers with respect to the price at which goods are sold. They take the position that a sale once made is not to be recalled; that property in articles of merchandise once sold passes without restriction into the hands of the purchaser, who may keep it or destroy it or give it away or sell it for whatever he pleases. They differentiate such sales from sales of real estate where the deed makes a restriction as to the use to which the property is to be put or the kind of building to be erected thereon. Those who hold the opposite view, however, reply that goods bought for the purpose of resale occupy a different position from goods bought outright for the use of the person who buys

them, and that the question of price restriction is one which lies between the manufacturer and his ultimate customer, the person who buys his goods for his own use and consumption; that, were the manufacturer able to establish his own stores to take care of the sale and distribution of his own products, he could not be compelled to sell them at a lower price than the one he deemed proper any more than the consumer could be compelled to purchase from the manufacturer goods that he did not want, and that the retailer occupies the position, not of a purchaser outright, but of an intermediary who should not have the power to do with the manufacturer's goods that which he would not do with them himself. It is argued with some force that it is not always necessary that the public should have competition among retail dealers; that if we take care that there shall be competition among the manufacturers, the public will be taken care of in the resulting retail prices. In other words, if A. makes a razor for which he charges five dollars, thereby making an exorbitant profit of four dollars, B. will inevitably go into the razor manufacturing business and produce something that will do the same work with equal precision and comfort for three dollars and fifty cents, and that, where the manufacturer of the five dollar razor can have his only advantage is in making a five dollar razor—in making it so well that nobody else can approach the same quality for less than the price he demands. If he does this, then obviously the public has not lost anything, for it gets five dollars' worth. In any event, it is optional with the purchasing public to buy or not to buy. Watch manufacturers may demand a certain price for their goods, yet at the same time it is optional with most of us whether we will carry a watch or tell the time by squinting at the sun. In the field of office appliances, for instance, there is little need for price restrictive contracts. Some goods, it is true, have been sold upon that basis, but as a rule both dealers and consumers have a wide range of choice among manufacturers of similar articles whose standards and ideals are such that the goods they produce are worth all that is demanded for them. If a man cannot pay the price of the best there is in the field, he must do what we all must do, whether we buy overcoats or automobiles — purchase something of a quality which he can afford.

The chief interest of the public in the price maintenance controversy is that it shall not be deprived of the opportunity to purchase goods of admitted advantage with the greatest degree of convenience at a price compatible with the value of the merchandise to be bought. Whatever tends to hinder the equitable distribution of such merchandise interferes to a certain degree with the public interest. Nowhere does the interest of the consuming public demand that merchandise shall be sold at a loss or that any individual shall suffer failure that the community may prosper at his expense.

Advocates of price maintenance by manufacturers point out that unlimited retail competition with respect to the price of all goods tends eventually to break down not only competition between retails but between manufacturers as well, since, in the first place it fosters the growth of large and centralized retail establishments whose undue weight of capital enables them, by extensive newspaper advertising, to spread broadcast the announcements of special sales of well known goods which are sold in limited quantities for a few hours only at prices much under the regularly understood values as a bait to get customers into the store where every effort will be made to sell them something else; that such stores, by reason of their capital, are normally equipped to purchase commodities to better advantage than smaller purchasers, hence to sell them upon smaller margins—a fact which alone gives them an advantage with the public—and that where they announce special sales of standard goods for advertising purposes they help to destroy confidence in the goods advertised, and to make it increasingly difficult for the smaller dealers to handle them profitably, so that smaller dealers within the range of the large establishment's influence are injured in their daily sales and are compelled to reduce their purchases and to accept less than their normal revenue. Again, where such tactics are employed the public receives no benefit, for, though many people read the announcements, few are able to take advantage of them, yet nevertheless, the impression persists that one's neighborhood dealer must be making an exorbitant profit if another store is able to sell the same goods at 33⅓ per cent less. All this tends to restrict sales of the commodity which the manufacturer has spent a fortune in advertising, building up and making standard in quality and in price. When, for any cause, the manufacturer's market is restricted and his profits shrink, or where, to hold his demand he must pour out more and more of his profits in sales promotion, there is little temptation for other men to try conclusions with him in the same field, hence the public misses the probable advantages which would accrue from competition in the manufacturing end of the industry—a competition which would tend to enhance quality and to extend the distribution of a desirable product. Mr. Brandeis describes the injury done by the price cutter in the following words:

"To sell a dollar Ingersoll watch for sixty-seven cents injures both the manufacturer and the regular dealer; because it tends to make the public believe that either the manufacturer's or the dealer's profits are ordinarily exorbitant; or, in other words, that the watch is not worth a dollar. Such a cut necessarily impairs the reputation of the article and, by impairing reputation, lessens demand. It may even destroy the manufacturer's market. A few conspicuous 'cut-price sales' in any market will demoralize the trade of the regular dealers in that article. They canot sell it at cut prices without losing money. They might be able to sell a few of the articles at the established price; but they would do so at the risk of their own reputations. The cut by others, if known, would create on their own customers the impression of having been overcharged. It is better policy for the regular dealer to drop the line altogether. On the other hand, the demand for the article from the irregular dealer who cuts the price is short lived. The cut-price article cannot long remain his 'leader.' His use for it is sporadic and temporary. One 'leader' is soon discarded for another. Then the cut-price outlet is closed to the producer; and, meanwhile, the regular trade has been lost. Thus a single prominent price-cutter can ruin a market for both the producer and the regular retailer. And the loss to the retailer is serious."

Price Cutting Bad for the Community.

No one for a moment should be under the misapprehension that price cutting is of advantage to the community, for it has always been among the most powerful weapons of monopoly to enforce its demands. After elaborate investigations conducted by the Federal Bureau of Corporations on the subject of monopolies, Commissioner Herbert Knox Smith said:

"One of the most effective means employed by the Standard Oil Company to secure and maintain the large degree of monopoly which it possesses is the cut in prices to the particular customers, or in the particular markets of its competitors, while maintaining them at a higher level elsewhere."

In a letter to The Commercial Digest of New York, George B. Mallon of the Butterick Publishing Company admirably covers many of the points noted above. We quote passages from Mr. Mallon's letter:

"The advocates of price maintenance believe that the individual manufacturer of a trade-marked article, on which he stakes his reputation, has a distinct and clearly defined property right in the price at which that article should be sold to the consumer. For the widest distribution of his product it is quite as essential that the public shall have confidence in his price as in the quality of his article. * * * If the price fixed is unfair, it is the manufacturer and not the consumer that suffers. The consumer has the option of buying a competing article at a fair price and the manufacturer is forced out of business.

* * *

"The argument for price maintenance, however, seems to be founded on fundamentals that are as essential to the consumer as to the manufacturer of standardized goods. The introduction of such articles has simplified the shopping of the consumer. Wherever he may choose to buy his favorite brand of goods the retailer cannot charge him more than the single price. Such articles carry with them not only the guarantee of price and quality, but an assurance to the consumer against extortion wherever he may shop. If this advance in business ethics cannot be demon-

strated as of benefit to both the consumer and the manufacturer, a large part of the retail business of this country will return to the chaotic conditions of selling that once made the warning, 'Let the buyer beware,' apply to every purchaser."

There is still another phase of the matter which deserves a measure of consideration. The manufacturer of a patented or a trade-marked commodity often assumes responsibility for imperfections long after the article has passed through the hands of the jobber and the retailer into the hands of the consumer. If he is to continue this practice, which is one of his assurances of quality and good service, he regards it as no more than fair that he should have the right to say that all consumers shall be treated alike with regard to price—that the reputation of his product shall not suffer by reason of cut prices—that the goods shall not be made the vehicle for doubtful advertising schemes designed to enable Tom, Dick and Harry to draw people within their stores for the purpose of selling other goods or to embarrass some weaker competitor.

Freedom of Choice vs. Compulsion.

The Supreme Court's decisions against the practice of price maintenance were intended to safeguard the essential rights of the public, but, as applied to patents, copyrights and trade marks, the rights of the public would not have been infringed had the decisions been the other way, for, in practically every line covered by price restrictions the public already had the right to let the goods alone if they did not like the price and to buy some similar article for less. The consumer had a free choice in the matter and has it still. But, should it be determined that the manufacturers of flour, or of dressed meats, or the miners of coal could arbitrarily set a retail price upon their products, there would be a revolution. Here the market affords only one source of supply. Necessities in general must not be restricted in their freedom of sale. That some restrictions are practiced we all know, but they are without the sanction of authority. We know that the butcher who insists upon selling his meats for less than a good, round price has trouble in getting his supplies; that the retail coal dealers for some reason or other adhere pretty closely to a given schedule of retail prices and that those who deal in many other commodities find it convenient to demand a pretty nearly uniform schedule of retail prices for the goods they handle.

A Suggestion.

Summing up the situation, it seems to the writer that it is not so much a question as to whether the manufacturer may or may not dictate the retail price of his goods as it is of putting a fair price upon them in the first place and getting at the maintenance of that price from a different angle. Too high a price will work its own cure; but too low a price will drive the weak to the wall and circumscribe the market. What is the first step which will tend to harmonize the interests of the manufacturers and the public? We have admitted that price cutting for the purpose of advertising is unfair to all concerned except the cutter. If we can circumscribe the activities of the price cutter, is it not reasonable to presume that the views of the Supreme Court and the interests of manufacturers will be harmonized? In Germany it has been judicially determined that the sale of goods by price cutting methods constitutes unfair competition. And we are told that the Supreme Court of the United States has practically upheld the constitutionality of a law recently passed by the legislature of South Dakota, making it a criminal offense to hold an "unfair sale"—that is, a sale in one community at a lower price than the regular price ruling in some other community with the object of destroying competition. Similar laws have been passed in New Jersey, Minnesota, Iowa, North Dakota, Kansas, Michigan, Tennessee, Oklahoma and Nebraska. If by any means, legal or educational, we can eliminate the unfair price cutter, we shall have destroyed the necessity for any legislation for the direct maintenance of prices, for then it will be to the interest of every dealer to maintain his prices in order that an adequate profit may result in his own business.

¶Popular suppositions are frequently pessimistic. Some of our proverbs have been struck off in disappointment by philosophers who failed to get what they sought. That idea, for instance, that Dame Opportunity knocks at the door but once is a case in kind. Every man who has life and energy left in him lives in a world of opportunity. People with no better than the average equipment are picking up opportunities everywhere, and some are taking them from under our very noses.

¶The secret or, perhaps, the key, or one of the keys, that unlocks the storehouse of Opportunity is knowledge—not necessarily knowledge of the dead languages, differential calculus, or higher criticism, though all these are good in their place—but knowledge of the things which are going on about us and knowledge of the trend of thought of the people of the country in which we live. It pays to keep posted and to be up to date. A few years ago—a very few, indeed—a young grocer took the pure food propaganda as a basis and started with nothing but an idea and a little money he was able to save and to borrow. He studied pure food and dietetics so as to have a fair, practical knowledge of each. Today he has three stores and makes over $10,000 a year clear. How did he use his knowledge? Think for yourself! Somebody found out the art of dry farming and thousands of men are putting wheat fields where nothing but cactus and buffalo grass had grown for forty centuries.

¶There are opportunities in office equipment for the men who keep posted on what there is to sell and what people are demanding as tools for the work they have to do. Find out what work men are doing, then find the tool to fit the job. That alone is opportunity, but only one phase of it. Opportunity is everywhere.

FOR THE GOOD OF THE SERVICE

Paragraphic Squibs and Suggestions Intended to Promote the "Better Way".

SUGGESTION TO LOOSE LEAF SELLERS.

DOWN in Washington, D. C., John C. Bryan represents the R. P. Andrews Paper Company and handles some of their loose leaf devices and fine engraving trade. J. C. is some sage himself, although we believe he is not related to the sage of Lincoln, Neb. He sends along the following tip to loose leaf salesmen who occasionally meet the "too-busy-to-talk" dealer. He says:

"Sometimes the loose leaf salesman who meets the 'too-busy-to-talk' proprietor of a small store has been able to 'bring home the bacon,' so to speak, with the following line of argument:

" 'The busy man—that is just the kind of man I like to meet, as I can save him an hour a day. The busier you are the more you will appreciate the saving of an hour a day. And the busier you are the more the saving of an hour a day means to you in dollars and cents, since, as you know, time is the most expensive commodity in which we deal. On the other hand, would you not like to have an extra hour a day to spend with your family or for other recreation? Of course you would and it will only take a few minutes of your time for me to show you how.' "

Then it is up to the salesman to sketch rapidly and convincingly just how this can be done by applying his loose leaf system to the store-keeper's own businessr—how loose leaf "saves time and lengthens life." There's a point here for the office appliances dealer who has a salesman who makes calls on the trade. See that he gets the point.

* * *

"WE DON'T HANDLE IT."

THE other day a man went into an electric fixture store on one of the famous avenues of a big city and asked for a special kind of reflector. The salesman,—a slender, well-tailored man—assumed a hurt and surprised expression, not unmixed with regretful condescension. "We don't keep it in stock," he said, and a clammy aura of conscious virtue and negative thoughts reached out and clutched the marrow of the customer's bones, and as he backed toward the door feeling all the while for the welcome knob that would let him out on the street among human beings, he remembered the remark of Poe's famous bird that perched above the door. "Nevermore" in very truth will he knowingly again encounter that politely, condescendingly, reproachfully chilly presence. "We do not keep it." Yea, verily; how pray, can you bring yourself to insult the intelligence of this firm by asking for what we don't keep? What we have is sufficient; what we don't have we cast out of mind as unworthy. Cease, Sir Customer! Do not prod us with your questions. We haven't got it and we don't give a hoot!

* * *

ANOTHER TYPE OF DEALER.

WELL within the Chicago loop down three steps off a main street and over back is a little shop about seven by nine the jolly young proprietor of which will sell you a new camera or fit some glasses on you better than the ones you have if you stay around more than five minutes. And what is more disturbing still, you will be sure to get firstclass stuff and a square deal and be glad for days that you went there. This man has something less than a hundred million dollars, so he doesn't keep everything there is, even in his line. But his policy is, "If I haven't got it I've got a quick and practical telephone and I'll get it for you on the jump if it can be had." Here in this little shop trade grows apace. The jolly young proprietor has a kindly young wife who keeps his pleasant house and has also a smoothly running automobile for her to ride in. He has a dog that smiles in every way a dog can smile and a cat that endures the dog and reposes by stealth upon the softest cushions and the whitest counterpanes. No danger of this young man cracking loose from the eaves when he laughs and dashing himself to chilly atoms on the frozen pave. Because he is human and natural and his kindly self, men like him and bother him with their money and crack jokes—and send more men around to do the same.

* * *

HOW NOT TO WAIT ON A CUSTOMER.

THE other day a fat man in a hurry went into a small store and asked for a dozen No. 247 Dixon pencils. The clerk was young and not familiar with the stock. He dived beneath the counter and looked in every place where the pencils were not; then he found the pencils and by that time he had forgotten what the customer asked for, so he handed him a dozen Venus drawing crayons at twice the price. The fat man was showing visible signs of impatience. The next wrestle with the pencil case following repeated explanations, produced a dozen Faber stenographers' pencils with rubber tips. Fat man was beginning to get apoplectic. The specifications were again explained and the young salesman (?)

went at the wall case with feverish energy, spilling part of the contents upon the floor. As he stooped to pick up the spilled stock, the customer reached across the counter and with a brawny hand turned the clerk's face about. "Young fellow," he said, in pale and ominous wrath, "if you don't keep those pencils and know you don't, say so; if you do keep them and don't know where they are, then in the name of the great long horned billy-goat, why don't you ask somebody?"

It is only fair to say that the foregoing events did not happen in a stationery store and that the fat man was buying something else and not pencils. But the main facts are true. A real salesman came along, just as the fat man let go, got the facts in three words and handed out the goods in two motions of his hand. Then he leaned upon the counter and grew red and tears of laughter began to well up in his eyes as he strove to maintain a respectful mien. The stout customer glanced at his rescuer as he turned to the door, correctly interpreted the emotional struggle and straightway emitted such a shout of mirth that he and the salesman were friends ever after.

The moral is, perhaps, that little boys who aren't little enough for the small jobs nor big enough for the important ones should be educated from the bottom of the business up and not from the top down; and that a sense of humor modified and chastened by decency and good judgment is by no means a fatal flaw, either in salesman or customer.

* * *

LOST MOTION.

TIME is money in the office equipment store as everywhere else. The dealer who does not study the arrangement of his stock with the idea of handling the most goods in the shortest time compatible with good service misses a real source of profit. To get the most done with the fewest motions possible includes the arrangement of the stock in such a manner that the goods most in demand can be reached and handled to the best advantage. It will pay every dealer to give serious daily thought to the subject of lost motion, studying out how and where the most can be done with the least effort and in the shortest time compatible with getting it done well.

In the same category is economy of space. Stores which make use of all their space for the orderly arrangement and storage of stock frequently needed upon short notice have a distinct advantage. Often there is accessible space beneath counters and show cases which is not used and ought to be profitably employed. Sometimes there are hollow pillars which do not hold up anything, but are put in for ornamental purposes only. Make them carry stock and have neat compartments built in them to hold the small items which are frequently asked for and which usually take up space in the show cases which could be used to better advantage.

* * *

BIG MAN NOT FOR LITTLE JOBS.

IN EVERY establishment there are two kinds of men. One kind does the work which requires experience and judgment and gets the highest pay, and the other kind does the work which demands quickness and good muscular activity, and gets less pay. There are high priced men and low priced men. At the same time, all the work of the establishment has to be done by somebody, and so one will frequently see the high salaried men doing little odd jobs of work which might better be done by someone else, leaving their time and attention free for something else.

Whoever is in charge of the laying out of the work should arrange it so that a man drawing $3,000 a year will not have to spend his time picking up stock or replying to correspondence by hand or doing any of the small details that can be done just as well by the office boy. What the concern pays high salaries to get is the product of trained brains—and when an experienced mind uses its energies upon small tasks there is considerable waste. No sensible contractor would bring up a pile driver to put in a tent peg. Think it over.

* * *

ATMOSPHERE OF THE STORE.

THERE is a good deal in the feeling which pervades an establishment with regard to its effect upon the inclinations of the customer. If the proprietor or manager is hypercritical or ill-natured, his spirit will reflect itself in the faces and the attitude of the employes. If a man is ill and therefore under par, his work will show it. Any emotional state not consistent with cheerfulness and hospitality should be remedied or gotten rid of. Better a laugh than a long face. A successful man one time established a rule that no employe was to remain on duty if he was not "up to snuff"—that is, not feeling well. He had a good staff upon whose honesty he could entirely rely. He himself was a cheerful, healthy man who co-operated with his force to make things move better. Whenever a man or a woman was feeling wrong, home was the place to be, not the store.

The condition under which business can be done best is one of cheerfulness, good will, courtesy and optimism. Anything that tends to an attitude contrary to these conditions should be gotten rid of.

SCIENCE IN OFFICE MANAGEMENT

From an Address by W. L. Chandler Before the Ad-Sell League.

EDITOR'S NOTE.—This address was read by Mr. Chandler before the League last summer, and was published in full by the South Bend (Ind.) Tribune of June 28. Mr. Chandler's ideas contain good suggestions for office men and embody points for dealers as well.

"All economy, whether of state, households, or individuals, may be defined to be the art of managing labor. . . . . Now, we have warped the word 'economy' in our English language into a meaning which it has no business whatever to bear. In our use of it, it constantly signifies merely sparing or saving; economy of money means saving of money; economy of time, sparing time, and so on. But that is a wholly barbarous use of the word—barbarous in a double sense, for it is not English and it is bad Greek; barbarous in a treble sense, for it is not English, it is bad Greek, and it is worse sense. Economy no more means saving money than it means spending money. It means the administration of a house; its stewardship; spending or saving, that is, whether money or time, or anything else, to the best possible advantage."—Ruskin.

SCIENTIFIC management has been applied to shop problems and much discussion has arisen as to the practicability of the general plan and the various particular plans which have been adopted.

I hope to show that scientific management may be properly applied to routine office duties, with the result that both employer and employe will be better satisfied with the conditions under which they operate.

A set of thirteen questions was sent out to learn something of the experience of various offices, and the replies received have been tabulated. The purpose was not to arrive at proper standards of time for work, but to establish the fact that such performances were capable of measurement. Following is a digest of the questions and answers received:

1. How many ledger postings can be made in an hour with and without check figures?

Ledger postings divide into two classes: First, those of the general ledgers requiring careful thought to have everything right. The average speed reported was 60 an hour; the lowest being 50, the highest 75.

In case of sales postings direct from carbon copies of invoices to sales ledgers the speeds vary from 150 to 275, with 200 as a fair average where pen and ink are used, and about 5 to 10 per cent of new accounts are to be opened.

Penless bookkeeping machines have increased the possible production on ledger postings considerably. I am making a test now which will soon show what can be done along that line.

There are various rapid-acting indexes on the market which economize time and are well worth their cost.

The use of a check figure does not meet with general approval, but I would say the way to decide that question is this: If it requires more than half a day to get a trial balance each month, try a check figure. I believe it will save time for such bookkeepers, and after a few months will not appreciably decrease speed of posting, as its use becomes a matter of second nature. Check figures are not infallible, but they have saved some people lots of gray hairs. Some bookkeepers have saved as much as five and six days a month, while others get their balances without difficulty and do not need a check figure.

Letters Opened and Distributed.

2. How many letters can be opened and sorted for distribution in an hour?

The replies show two or three things: Some apparently open their mail with great care, reading each letter before distribution, while others merely read enough to learn to whom the letters should go for the proper attention.

In one class 60 an hour is the general speed, while in the other 200 seems the rule, except one concern which reported 400. This was probably due to having numerous letters from branch houses with subject and department references clearly shown, and many letters in one envelope.

Branch house letters sent in large envelopes without folding economize in time of opening and distribution.

Orders Registered and Written.

3. How many orders can be registered in an hour?

This was meant to cover the entry of customer's name, order number, and the brief notes necessary to identify the order in a register such as is used so universally. Two hundred per hour seems to be a fair speed, the lowest being 150, except one giving 80, which was probably caused by the nature of the orders.

Most orders are interpreted and made ready for the entry clerks by specialists familiar with the requirements of both customers and shipping department to save the time of the order writing machines.

4. How many orders can be written in an hour?

The name and address must be written on an order of one item as well as for a hundred, so I have attempted to base this estimate upon orders of five items. Twenty orders an hour seems to be a fair average where they have been previously interpreted, and where the description does not exceed one line per item.

Some orders need no description on the items, and the production was correspondingly greater.

Special machines are built for entering orders rapidly. Some use carbon copies for various departments, others make copies from an original by means of gelatine pads where the number of copies of each order is excessive for carbons.

Dictation and Typing.

5. How many letters can be dictated in an hour?

This estimate is made by converting all replies to a basis of ¾-page letters. Some dictators wait until they have a stenographer before they plan the kind of reply they will make to a letter. These same men as traveling salesmen would not wait until they were in the presence of a customer before outlining the line of action they intended to follow. Words come fast enough after you have decided what line of thought you will follow. Where the plan is thought out in advance 35 seems a fair average per hour; some reported 40, others 25.

In dictating letters it is more important to have the letter say just the right thing in the best way, rather than to make speed.

Much has been said for and against dictating machines. Unquestionably there is a big field where they would pay handsomely, and other cases where they would not work well. Where a dictator or a group of dictators have enough mail to warrant the investment and the letters are such that they can be handled, there can be no two ways about it.

Stenographers are frequently prejudiced against them, but typists are more willing to use them, as it means promotion for them if properly handled. I believe stenographers would view the matter differently if salaries were based on production. I can see cases where they would be of questionable value, and others where they are great producers.

6. How many letters can be typed in an hour?

Fifteen letters of three-fourths page seem to be about the proper amount to expect; 12 was the lowest number reported, and 18 the highest. From this it appears that latters may be typed only half as fast as dictated. A nine-hour day, then, for a stenographer represents three hours' dictation and six typing.

If a dictating machine, then, can save this three hours of the stenographer, it would increase her efficiency 50 per cent, and for each stenographer would save three hours of some dictator's time.

Folding and Stamping.

7. How many letters can be folded and enclosed in an hour?

In most offices this is a matter of only part of the day, so that spurt speed is possible, 500 an hour apparently being possible, the lowest reported was 200, the highest 575.

The use of window envelopes greatly facilitates this work because it is not necessary to hunt for the correct envelopes.

I know of one instance where a boy was taken from a broom factory, where he had worked on piece work, and put at a bench to make up packages of various pieces of printed matter and put them in wrappers for mailing. By arranging his piles of printed matter and wrappers to suit himself he turned out 350 packages a day, where they had been getting 50.

8. How many envelopes can be stamped in an hour?

The results reported varied so much that I have had to do some testing to determine a proper speed. For spurts such as are possible in most offices it is possible to stamp 3,000 an hour by arranging them for the work, but this pace could hardly be maintained all day. Some reported as low as 500.

There are different types of machines for doing this work. The hand machine manufacturers say they can stamp 3,000 an hour. One power machine seals, stamps and counts 10,000 an hour.

In handling stamps experience shows that the average employe hates to pay for his personal stamps, and it is desirable to have stamps under lock and key and the mailing done by one person, all letters to come unsealed for stamping.

Invoicing and Addressing.

9. How many invoices can be written in an hour?

The extensions are not supposed to be included in this estimate covering invoices of five lines besides the heading.

Where description is very brief, 75 invoices can be written, and where more care is required in the description the output drops down to about 20 per hour.

Special machines are built for the rapid writing of invoices. One in particular calculates extensions and discounts and carries four different totals at once.

10. How many envelopes and tags can be addressed in an hour?

One hundred and twenty-five envelopes may be addressed by hand, as against 225 by typewriter, which is about the speed for tags also.

One office uses rubber stamps for tags that are wanted in quantities, and after the stamps are set up, can run off about 2,000 tags an hour.

There is a machine for addressing tags which requires less than one minute to set up a two-line name and address of 54 characters. One hundred and fifty tags can be run off a minute, so two minutes will cover the average demand for any one order, including knocking down the type wheels.

Filing and Its Purpose.

11. How many letters can be filed in an hour?

One report shows a comparison between vertical, numerical and alphabetical in the old style horizontal files, with the numerical vertical two-thirds faster than the horizontal.

The kinds of indexes and files and the conditions were so different that it is hard to strike a fair average. The lowest was 75 an hour and the highest 800.

I prefer vertical alphabetical filing to the straight numerical arrangements, but there are some very efficient indexes on the market combining numerals with the alphabet.

Clerks generally and file clerks in particular frequently have not the correct viewpoint of their work. The object of filing letters is not to put them away, but to enable anyone familiar with the system to find a desired letter or order with the greatest speed and accuracy.

12. How many items may be added in an hour?

Two thousand eight hundred seems to be about right; 2,500 was the lowest and 2,850 their highest with hand pull machines. An electric has about 25 per cent additional capacity. Non-listers seem to average about three times as fast as listers, except where for the sake of accuracy the work on a non-lister must be done twice. Then the lead is reduced to 50 per cent. To this should be added the time necessary to check the list against the original figures, which will probably give the non-lister about 100 per cent more capacity than the lister.

The non-lister requires relatively greater practice to secure the same amount of accuracy as a lister.

These standards are not absolute, and are merely to represent the general run of those offices which were good enough to supply data in answer to the questions.

A Proper System of Promotion.

Human beings cannot be controlled like heating plants with thermostats or any other automatic arrangements which leave the human factor out of consideration.

Also, any such plan which fails to provide progress for the employe along lines of reputation, finances and opinion of his friends will ultimately fall of its own weight.

As the strongest races come from places where climatic changes occur, so will the best employes result from proper progress by promotions.

In large offices particularly there will develop various lines of promotion open to beginners. The first great care then should be to start the right people at the bottom rungs of the ladders which they are best suited to climb, and if later square pegs are found in round holes they should be shifted at the first opportunity.

If sales forces are to be filled by promotion from other departments it is important that men with the sales instinct should be started lower down the line, and preferably the sales manager consulted by any other department manager who desires such an outlet for his promotions. The same applies in any case of regular interchange of employes by promotion.

The Plan of Scientific Management.

The plan of scientific management is not to crowd more and more work out of each employe, but to show each one how his usefulness may be increased and base his pay on the amount of production and other factors.

I have in mind two stenographers: One is very deliberate, giving the impression of being quite slow, while the other appears alert and quick. As an actual fact the deliberate one has time and again on identical work turned out twice the product of the alert one, and seldom has a correction, where the work of the alert one must be scrutinized constantly for errors due to striking the wrong keys or failure to grasp the sense of the letter.

The deliberate one makes every move count, while the other does not; and, all other things being equal, it is proper their salaries should be proportionate to their production.

Perhaps the stenographic school of the future will teach students how to eliminate the false moves. Spectacular workers will deceive one for a while, but ultimately must reach their limit.

I believe it is quite generally conceded that the production of stenographers and typists has been very greatly increased in recent years by reason of the contests held under suitable control in business shows and elsewhere. Why, then, can't we increase production in other lines? If there had never been a horse race we should not now have a speedy stock which is being raised all over the country.

Salary and Production.

Men crave excitement, such as daring, creating, contests, etc. They need not compete against each other, but against what salesmen know as old "Gen. Quota." Why not set a quota for each person, based not only on the speed record for the kind of work in hand, but upon the experience and other qualifications of the individual involved, and base his salary and promotion on his performances in respect to his quota?

Any man can increase his production a little bit now and then if he knows his zeal will be rewarded, but let's not make the mistake of the boy who hung the ostrich egg before the bantam hen and told her to look at that and do her best. The quota should be possible of attainment.

A quota should take into account dependability, such as accuracy, attendance, deportment, supervision, etc., as well as production.

The word efficiency frequently appears in connection with scientific management, and in its application to office work is frequently not understood.

What Is "Efficiency"?

Efficiency is not a mere matter of machinery or of doing mechanically what formerly was done by hand, or of high speed records, but simmers down, as E. St. Elmo Lewis says, to the relation of what we do to what we do that counts.

In judging of the efficiency of any work the acid test would seem to be, does it count?

I have encountered two sorts of doubters —the man who says scientific management can be applied only to large offices, and the one who feels it is only desirable in shops.

Take as an extreme case of the small office—that of a physician with a girl to answer the phone, write an occasional letter, keep track of his bills and collections. She will have lots of idle time and as a general rule it is not important how long it takes her to write a letter.

Her greatest usefulness comes in her position between the doctor and the public; either patients or prospects. Does she answer the phone and receive patients in a way to command the respect of the public, and does she so carry on her work as to boost the business rather than to put a damper on it?

Scientific Management in Small Offices.

In a small office, where one person has many functions, it is important that each be performed as efficiently as possible, that the interests of the business be best served.

In a small office there is danger of a high-salaried man, often the head of the business, doing work that a lower-priced clerk could do because the boss feels he would otherwise be idle, and that he cannot afford a clerk. Let such a man ask himself if he could apply that time spent on such work in doing something more important that will produce greater profits to the business—in other words, work that counts for more, such as studying his business, planning sales campaign, inventing new devices, etc.

Someone has said "Don't use sledges to drive tacks"—referring to high-priced men on low-priced work. It does not pay to have sledges in the kit if there is nothing but tacks to drive, or to use tack hammers for driving spikes.

An office boy will often save many times his wages if he is more than a "kid" and capable of relieving higher-priced men of the little things that in the aggregate consume considerable time.

The office boy who is not matured is often the least efficient person in the office. I personally favor high school graduates who can do odd jobs to warrant proper pay and are capable of promotion to greater advantage. As a gateman receiving callers it is not important to determine how many visitors can be handled in an hour, or how little you have to pay him, but rather what impression does he leave in the minds of the people he deals with?

Can he tactfully break the news to a visitor that the man wanted is not able to see him, or does he let him go away sore? Lack of tact in handling visitors will create a negative atmosphere among salesmen, customers and others. It is important to treat all visitors tactfully to avoid the injurious effect of these impressions given out day after day. A negative atmosphere, like scandal, acts like an epidemic and penetrates far and wide, much more rapidly than any positive atmosphere created by advertising at high cost. The apparent saving in wages of a boy may be very deceptive and in reality a loss rather than a saving.

Persons answering phones, including private exchange operators, have a relation to the public similar to the office boy at the entrance. Calls may come few and far between at times, and suddenly there may be six simultaneously wanting to be waited on. While speed in handling rush situations is quite essential, it must be subordinate to that of creating a positive atmosphere in favor of the house.

More and more people in answering a phone are giving their name or that of the house instead of wasting time with "hello" and "who is this?" thus increasing the efficiency of two phones and to the people at each end of the line this saving in the course of a day will amount to considerable in a busy office.

I have in mind a man who says he is paid all his present job is worth and desires to be promoted so he may earn more. He also claims he cannot assume duties additional to his present ones for lack of time. He is one of the deliberate type of smokers in an office where smoking is not prohibited. A stop watch recently showed that 15 per cent of his time was consumed in lighting the cigar and handling it to and from his mouth, because he would smoke a while and then lay it aside a few moments. If he would stop smoking during business hours he could increase production enough to entitle him to more pay.

There is another extreme type of smoker who rolls a cigarette and lights it without interrupting his conversation, and then, instead of blowing out the match, just talks it out.

I have reached the conclusion that men—or women either, for that matter—who have need of their hands in their work should not smoke during business hours if they wish to earn the wages due to greatest efficiency.

Accurate cost records are kept by many offices covering every function performed in the office. Now that you have seen that these performances are capable of measurement, why don't you bring your work onto a basis where it can be measured and placed on an efficient basis?

NEW ELLIOTT-FISHER FACTORY BUILDING.

Seven months from the time President Watt sank a pick into the earth as the first stroke of work on the excavation of the new Elliott-Fisher factory building at Harrisburg, Pa., the Elliott-Fisher employes, their wives, their sisters and their sweethearts, assembled for a big party in celebration of the completion of the structure. An account of this celebration was published some time ago.

It affords us pleasure to show upon this page a bird's eye view of the Elliott-Fisher plant showing the new factory building with its big 200-foot electric sign and its myriad of windows, giving light to the workers, and the new general office building of the company in the foreground where the company's executive offices are housed. The new factory building is of reinforced concrete construction and the floors have been built to sustain a weight of 15,000 pounds to the square foot.

View of the Elliott-Fisher Plant at Harrisburg, Pa., showing the Demonstration Plant in the foreground, with landscape gardening, and the Susquehanna River in the background.

QUALITY AND ITS EFFECT IN BUSINESS

The Application of Intrinsic Merit to the Business of Manufacturer and Dealer.—

By Charles Meilink, of the Meilink Manufacturing Company, Toledo, Ohio.

THE application of the term, Quality, as it pertains to the manufacturer and the dealer, and to the maintenance of their respective businesses may be defined as consisting of three essential elements: First, as to the article itself, which embodies the intrinsic value; second, as it pertains to the satisfaction of the ultimate consumer, which is the advertising and selling value; and third, as to the price, which must yield a legitimate profit to the manufacturer and the dealer.

Assuming that the article under consideration possesses true merit, quality may again be analyzed in its elements of intransic worth as inherent quality, which resides in the materials of which the article is made, and non-inherent quality, which is honesty of manufacture and the appeal which the article makes to the better judgment of customers. The latter may come through its design and finish, or, if it is exclusive in its field, these may combine with its utility. Intrinsic value is not always appreciated, especially if the purchaser is not familiar with what the article should be. It may be of a pleasing design and elegant finish, and these elements often make sales where intrinsic worth is not recognized, and this leads us to the consideration of the second element in quality, the advertising and selling value, which is so closely wedded to the first element that they are practically inseparable.

In sales of articles the merit of which is intrinsic—goods having inherent quality which bear up and perform their service under the test of use—the reputation of the establishment which makes them and the one which sells them is advanced, because the quality lies deeper than the surface appearances. But if the inherent quality underlying the non-inherent is not consistent, the article will kill itself no matter how good the advertising and the salsemanship back of it may be. Where the intrinsic value is not understood objections to price are sometimes raised, but they are in most cases easily overcome by the proper explanation. Some,of course, will not buy, but the good will of those who do will, in the final analysis, demonstrate that profits are larger and the business immeasurably more permanent than they could have been had not the quality standard been set at a high mark. The irresistible conclusion with regard to intrinsic worth is best expressed in the well known slogan of E. C. Simons, used in all of the Simons stores: "The recollection of quality remains long after the price is forgotten."

Business is built by the acquisition and retention of good will, and these can only be secured by offering goods which possess a quality calculated to give lasting satisfaction to the purchaser. Appearance and design are strong selling points, but inherent quality must be back of them. By such goods only can a business be built upon a true and lasting foundation.

Price, the third element, must be governed by the two preceding elements with a full understanding that the sale of the article must become an established and a growing business. The price, in the first place, must be consistent with the cost of materials, labor and distribution, and in the second place, it must be consistent with the value of the article to the purchaser for the purpose for which it is intended. If the price cannot be arranged so as to meet these conditions and ensure a reasonable profit to the manufacturer and the dealers, all chances for success are at an end and the article is on the road to failure before it is even "warmed up." Many business men today make a vital mistake by overlooking these considerations. They try to show more for less money and to establish a price to compete with an article offered by their neighbor instead of fixing a price consistent with the merits of their own article. This foredooms it to failure from the lack of a living profit. One naturally expects a superior article to be higher in price than an inferior one. If it is not, one becomes suspicious of the qualities claimed for it. People want real value and are willing to pay for it. Consistent price for an article of quality commands respect which it is essential to maintain, not only for the sake of the profit which is justly due the manufacturer and the dealer, but to increase the sales and build the business upon a permanent foundation.

Some twelve years ago a friend of mine invented a hair-curling iron stamped out of metal. Its handle, asbestos-filled, would absorb sufficient alcohol to heat the iron. Tools were made and the article was put on the market. Jobbers saw the advantage of the article and offered the manufacturer a low price which he accepted to get quantity business. Four years later, when he needed new tools, he barely had sufficient money to pay for them. Investigation showed that the article had been sold on every retail counter handling such goods at a figure so low that no profit was left for anyone. The article is now sold in five and ten cent stores.

The other side of the picture may be shown by a case which occurred in our business. In 1909 the Meilink Manufacturing Company started to manufacture a line of Security Boxes. The manufacturing cost was considerably more than the price for which other boxes were selling at retail. The box had intrinsic value, offering the kind of protection for which people sought in buying a box. They were made the best we knew how to make them and were fitted with pin-tumbler locks and paracentric keys the initial cost of which was more than the price for which many boxes were sold. Pricing them on a competitive basis was out of the question—they must be priced on their merits or fall flat. This was accordingly done and their sale gained impetus from the start, until today they may be found in the best stores in nearly every city in the United States.

Apart from manufacturing, the application of the idea of quality to business in general may be classified in three ways: First, as pertaining to the goods themselves, which is the intrinsic value; second, as it pertains to the selling plan; and, third, as it pertains to the price, which means profit. Quality in the goods includes intrinsic values as described above, and the finish and design of the article, and the latter may get more money on the price end of the article at first than the intrinsic value. Goods therefore should combine intrinsic merit with pleasing design. Price, however, is too often disregarded, since it is the tendency of many manufacturers and dealers to try to undersell their competitors and to show better goods for less money. This, as I have shown, is a mistake. If the customer desires quality he will usually pay for it, and if one is doing business not only for today, but for tomorrow and the years to come, he will understand that selling quality is more profitable than any other sort of business. Quality business stays. Quality sales stay sold and multiply themselves amazingly.

The attribute of quality in all its bearings and aspects should be given the most careful consideration by all men, for it is the one attribute, of goods or service, which persists and makes for the building of a permanent business. Without it there can be no permanent respect or regard.

IN OTHER LANDS

Office Appliances in Great Britain.

Exclusive correspondence of "Office Appliances."

Exclusive correspondence of "Office Appliances."

London, November 19, 1913.

THERE seems no doubt that the general trade boom in this country is now showing distinct signs of weakening. The first cracks in the solid edifice have appeared in the iron and steel trade and it becomes increasingly evident that we must begin to look for a slack year or two. There is no reason to suppose, however, that this will materially affect the typewriter and office specialty business. It is true that competition is already very keen between the leading traders and makes, but the successful maintenance of profitable prices takes a good deal of the unpleasant edge off this. I have before me reports from all the leading concerns and success is written largely over them.

The business of supplying up-to-date office appliances is a great and growing one in this country. I am glad to note, therefore, the formation of the British Association of Office Appliance Manufacturers and Traders, Limited, which is intended to form a center for an increasingly good understanding and to provide mutual help and protection. The first meeting of the directors of this association was held recently under the secretaryship of H. W. Wayne, well-known figure in the trade here now.

As an indication of the note of the new organization I might quote the following resolution, which at the above meeting was proposed by Mr. C. H. Moore of Moore's Modern Methods and seconded by Mr. F. P. Impey of Morland and Impey. It refers to the case of stealing customers' names which was recently heard in the law courts here and of which I have given a report. The resolution was worded as follows:

"That the directors desire to place on record their keen appreciation of the action of Messrs. Roneo, Limited, in taking such steps to put an end to the filching of customers' lists by their employes, and that a copy of this resolution be forwarded to Messrs. Roneo, Limited."

It seems a long time since any prominent typewriter company here made a public issue of new capital. Therefore the offer of $325,000 seven per cent participating cumulative preference shares which was made on November 17 by the Bar-Lock Typewriter Company marks an interesting development in the history of that concern. Hitherto the company has only acted as dealers in or agents for the sale of Bar-Lock typewriters in Great Britain, but now it is intended to embark on the manufacture of the machines, and in order to do this has acquired an option to purchase from the Columbia Typewriter Manufacturing Company, of New York, the English, German and French patents and the sole right of sale for all countries other than North America (save Canada) and South and Central America. The right to the registered trade mark, "Bar-Lock," is also acquired. The cost of the option is $1,000, and the actual purchase price $170,000, included in which is $70,000, the value of specially designed tools and parts for the manufacture of the Bar-Lock typewriter. The existing company was formed in 1909, and is a combination of several concerns, including a typewriter accessories business and the Bar-Lock selling agency. The accountant's certificate sets out the net profits for eight years, showing an annual average of $28,500, the mean for the last three years which are the best in the company's history, being about $35,000.

The directors state that from estimates made and from two years' experience of building machines here from American-made parts, they consider the profits of the last three years would have been increased by $50,000 per annum had the machines been directly manufactured in this country. The capital of the company is $700,000, half in preference and half in ordinary shares; of the latter $316,000 has been issued, and is largely held by the directors. The preference capital now offered is the first issued, and after meeting the purchase price of the patent and other rights and paying off debentures amounting to $39,500, will leave about $115,000 working capital, subject to the expenses of the present issue, which would appear to be between $20,000 and $25,000. Of the issue, $300,000 is underwritten at a commission of 6½ per cent and $25,000 for the nominal commission of $2.50. The Bar-Lock typewriter was first introduced here in 1888, and has now an established reputation, and the departure contemplated by the company seems to be a justifiable experiment. The surplus of assets over liabilities, according to the last balance-sheet and allowing for the proceeds of the issue now made, is $270,000.

Another note along these lines, but this time only concerned with a registration and not a flotation, concerns the Underwood Typewriter Company, Limited, which under this title was registered at Somerset House, London, on 14th October, with a capital of $375,000 in $5 shares, to take over the business carried on at 120 Queen Victoria street, E. C., as the Underwood Typewriter Company, and to carry on the business of manufacturers of and dealers in typewriters, duplicators, cyclostyles, and other printing, writing, or copying machines, etc. The signatories are: A. L. Claflin, J. Summer (one share each). It is a private company as opposed to a public company and therefore only requires two shareholders in order to comply with joint stock company laws here. First directors are J. T. Underwood, A. L. Claflin, J. Summer, C. W. Hand and De Witt Bergen. Qualification (after termination of original management), $500; remuneration as fixed by company.

Typewriter Business Notes.

The recent visit to this country of J. W. Earle, president of the American Typewriter Union, was very successful and enjoyable to all concerned. Few, if any, men are better known in the typewriter world, or more highly esteemed, than Mr. Earle His experiences in London in the pioneer days of the Remington brought him into personal association with and gave him the opportunity of training quite a number of younger men who have since filled responsible positions in this country and America. Some of these now in the employ of the younger typewriter companies are old Remington men, and have pleasant recollections of Mr. Earle during his managership in London, before he went out to the United States, there to rise to higher positions in connection with the Remington, and ultimately to that of president of the Typewriter Union. Mr. Earle's stay in this country was a comparatively brief one, and he made flying visits to France and Germany. He sailed for New York on 25th October. His son, A. W. Earle, is the European director of the Monarch Typewriter Company.

Although the Blickensderfer typewriter has always been known popularly as the "Blick," the official title of the company until quite recently was the Blickensderfer Company, Limited. It has now been altered, however, to the shorter and popular version, the title being changed to the Blick Typewriter Company, Limited.

The Business Show at Birmingham, which closed on October 25, was another success achieved by Mr. Halsby of the Protectograph here. This gentleman is evidently making the running of these provincial exhibitions a hobby and the result is very good for the trade. He is an

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enthusiast for office appliances and was the practical founder of the association of office appliance manufacturers and traders mentioned above.

I have already mentioned in these columns that Mr. Richardson, chairman and managing director of the Bar-Lock Typewriter Company, has been adopted as the prospective Liberal candidate for the Northern Division of Huntingdonshire. With his customary energy he started a fall campaign in the constituency recently with a big public meeting, Mr. Howard Coote being in the chair, supported by Mr. Patrick O'Bried (whip of the Irish party in the House of Commons) and other public men. Mr. Richardson spoke on the chief topics of the day and met with a cordial reception.

The following promotions have recently taken place in the British organization of the Royal typewriter: F. O'Hanlon, manager, Belfast; C. T. Sturdy, manager, Cardiff; L. H. Smyth, manager, Bristol. Managing Director C. E. Graves, who took charge of the organization on August 11, has just completed his visit and inspection of all the branch offices and large agencies under his supervision, and reports himself as being exceedingly pleased with the situation. The September and October sales of the Royal have established new records.

Mr. A. Spencer Harrison of the Smith Premier is again away on the Continent and will not return until the beginning of December. Very cheering reports are coming home from him.

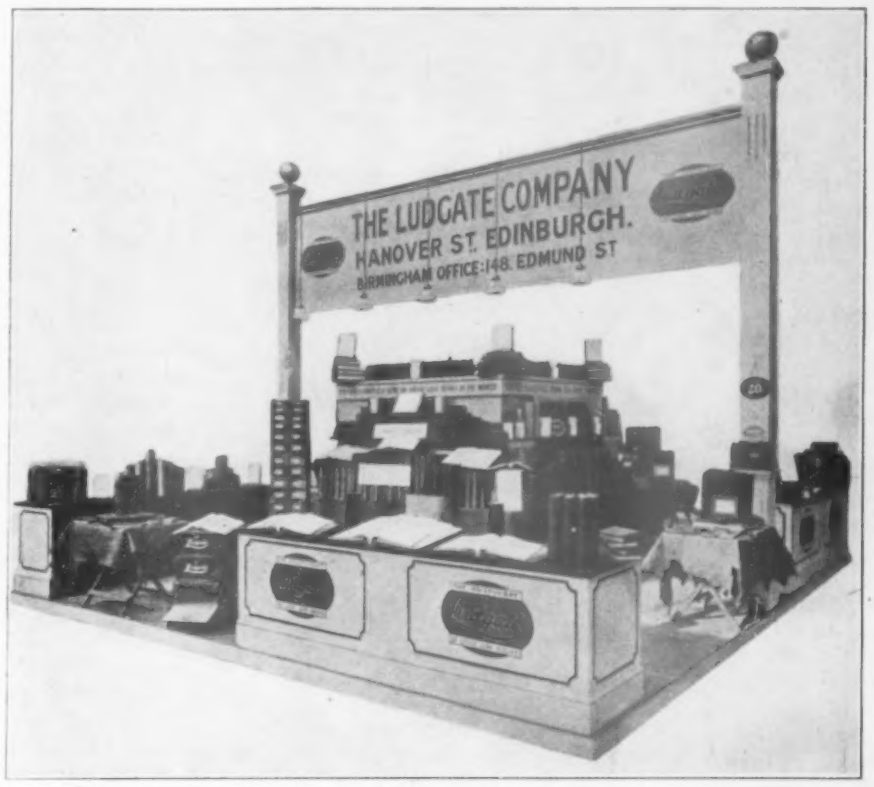
The Yost continues to report good business. Recently Mr. Bartholomew, the managing director, was interviewed about his career, and he gave some very interesting particulars. He started in the printing and stationery trade, and while on the staff of one of the principal stationery firms in this country, Waterlow and Sons, he came into contact with the late Mr. A. J. White. This was the gentleman who founded the present Yost Company on this side. As a result of this meeting Mr. Bartholomew was promptly appointed to the position he still holds. Twenty-two years ago the Yost was unknown here, but developments soon came. From the famous headquarters at Holborn Viaduct the company spread to all the large British provincial centers and in those early typewriter days it was found to be eminently necessary to couple with this business expansion the establishment of schools of typewriting and shorthand. Free tuition was the rule in those days. To quote Mr. Bartholomew himself:

"The organization of our business in England has developed steadily from that time until now we are pretty completely represented in practically every portion of the British Isles. We were not content with this, but soon opened an office on the Continent, and from our Paris branch started to do for France what we had done for England. But of course our arrangements did not stop there. We have a large organization in Spain, in Roumania, Austria-Hungary and in late years we have built up a considerable business in Italy, in Belgium, in Switzerland, and also in Germany, the latter being of comparatively recent growth. As far away as India our organization has extended, and we now have branches in Bombay and in Calcutta. In Australia our business is looked after by a very good friend and old colleague of mine who followed me from Waterlow's—Mr. Cambridge—whose field includes branches in all the chief cities in that large continent.

"My travels in connection with the typewriter have been very numerous and extended. I have traveled practically the whole of the Continent many times over, and have frequently visited the United States, but my longest journey was about seven years ago, when I went to South Africa to organize the South African Yost Typewriter Company. At the present time we have branches in all the principal centers in South Africa, and do a very large business there.

"In some of the tropical countries typewriter users found a great advantage in the Yost machine because it was impervious to the attacks of the white ant. The Yost has always been made entirely of metal, and in those early days other machines were made partly of metal and partly of wood, and the wooden parts were frequently rendered entirely useless by the ravages of the white ants. We now make typewriters for tropical climates absolutely rust proof. My journey to South Africa was an extremely interesting one, and I have been there now several times, and hope to go again very shortly."

Mr. Bartholomew is an enthusiastic fisherman and golfer and there is no doubt that his remarkable physical vigor is largely owing to his participation in these outdoor sports.



Loose Leaf Display of The Ludgate Company at the Birmingham (England) Business Show.

The Hammond typewriter is making steady headway on this side and is building up for itself a fine reputation. Since the death of Mr. Hammond in February last important changes have been instituted on this side, especially after the visit here of the new president of the company, Mr. Neal D. Becker. The first thing taken in hand was the renovation and reorganization of the head offices in Queen Victoria street, where for some time fitters, decorators and furnishers were busily engaged in transforming the interior into an up-to-date office, well equipped with the latest appliances. A new general sales manager in the person of Reginald J. Bray was appointed. Mr. Bray takes up his position as general sales manager at a point in the history of the company which should give scope for his wide, practical experience, both in typewriter technique and in actual salesmanship at home and abroad. Educationally, Mr. Bray took high honors in science at the London University and followed this up by two years of research work in physics. His early business career began in the service of Rotherham's, watch manufacturers, of Coventry. Here he had the unique opportunity of gaining a thorough knowledge of the mechanical side of the business, and also of factory organization and of business systems. After two years of this technical experience, Mr. Bray turned his attention to the selling and advertising sides. On leaving Coventry his typewriting experiences began with his entry into the service of the Elliott-Fisher Company. Several years of practical experience in salesmanship followed in the States and in South America, where for the last two years he

was chiefly engaged in Brazil, representing the Remington typewriter, the Roneo, the Burroughs Adding Machine, etc.

Just when the present policy of the Hammond Typewriter Company was being started in the States, Mr. Becker, the new president of the company, met Mr. Bray in New York, sent him over to London, and in due course he was installed on August 1 as general sales manager.

Talking of his experience as a salesman, Mr. Bray said recently: "My own experience has been chiefly in selling typewriters and kindred appliances for the office. In Brazil I was the only English-speaking salesman. I am quite at home with the Portuguese language, and that is the tongue spoken in Brazil, Spanish being the language of the neighboring countries. We had people in here a few days ago from Portugal who could not speak English, and my knowledge of Portuguese came in useful to them and helped me to sell them a machine."

While in tropical Brazil Mr. Bray says he had some exciting experiences, and had often to carry on his business under peculiar and primitive conditions, and in a very trying climate, for, although yellow fever is now rare in the chief commercial centers, he had dysentery six weeks when up country. In the course of his travels he visited in the State of Ceará, parts of the country which had hitherto been unexplored. He believes there is a great future for the typewriter in Brazil.

Mr. G. E. Whitehouse, manager of the Ludgate Company, whose name is, no doubt, well known now to readers of "Office Appliances," has been having important conferences since the beginning of November in London and Paris with his firm's representatives for South Africa and France, respectively. Considerable extensions of the company's selling facilities in South Africa are being arranged, to cope with the rapid development of their business in that country. Ludgate prospects in France are exceedingly good. The company had a fine stand at the recent Paris Business Show and mention might be made also of the excellent one at the Birmingham show.

A SPLENDID PUBLICATION.

Office Appliances acknowledges with thanks a copy of the Christmas edition of the Weekly Press of Auckland, New Zealand. This was sent to us by one of our subscribers in that far-off country, and its beauty, its fine technical workmanship and quality of its editorial and news matter attest the fact that there are no longer any frontiers left in the world. It is one of the finest special publications we have seen. It is illustrated profusely with large halftones of beautiful scenes in New Zealand, some of these pictures being done in a most pleasing sepia tone. The matter of the p b-lication is interesting and full of pertinent facts about New Zealand, its life and government and institutions.

POINTS ABOUT CARBON PAPERS

By Henry A. Maddox, Manchester, England.

AMONGST the various types of paper specialties made use of in the commercial world none have developed so rapidly, both in improved quality and increased output, as have carbon papers. Practically every business uses carbon papers for some purpose or other, whether for typewriter, pencil or agate style duplicates, or for pen copies. The demand is so large and so varied that every retail or wholesale stationer has dealings with the commodity, but very few are intimate with the nature and qualities of the numerous varieties now on the market. Of all papers, carbon is about the most difficult to judge; there are so many pitfalls and so little distinction between a good carbon and an imitation that even the most expert paper handlers readily go wrong.

There are three main types of carbon paper—namely, pencil-carbon, pen-carbon and typewriting carbon. The principles of manufacture are much the same in each case, special characteristics being imparted on suitably chosen material to meet the particular exigencies of each grade. The old method of producing carbon paper (still largely in vogue) was to select a strong thin paper of close texture and fairly well sized with resin. A coating substance was then prepared from lard, soft soap or olive oil and cerasin wax mixed with a coloring matter such as lampblack, ivory black, indigo, carmine, etc. The paper was then smeared or brushed over with this mixture and heated to soak it in, after which it was allowed to set and the superfluous matter removed. Of later years a new process has been introduced by means of which the greasy fat substance has been eliminated and a certain species of pure unadulterated wax substituted. The old method of hand smearing the sheets has been replaced in most cases by up-to-date machinery method.

To consider more closely the characteristics of each type of carbon paper, taking first the variety specially made for pencil or stylus writing. This is produced in several grades—coated one side (or semi) and coated both sides; thin and thick (sometimes termed rich), and in five colors—black, blue, purple, red and green. Furthermore, it is possible to procure hard or soft surface. The usual sizes for the wholesale are demy flat, 17½x22½, and double crown flat or folded, 20x30. The great majority of such carbon is cut to suit manufactured books of varying sizes, and therefore a standard range of sizes such as is universal in typewriting carbons cannot always be satisfactorily arranged. One-sided carbon is for use where manifold paper and stylus is not desired, the writing being performed in pencil on soft printing or writing paper, and the carbon duplicate falling on the under leaf in contact with the coated side of the carbon. Where a stylus is used, two-sided carbon is necessary, in which case the upper leaf (or original copy) is constituted of manifold paper. The essential in this manifold leaf is that it must be so transparent as to show the writing through from the back. The action of impressing the stylus creates two carbon copies at once, i.e., one from each side of the carbon paper, the top impression being a carbon copy on the back of the manifold leaf. Thin carbon paper gives much sharper copies, but is not so durable as thick carbon, the latter needing heavier impression, however, to give a clear copy. The distinction between thick pencil carbon and typewriting carbon is so decided as to need no comment, but between the latter and thin one side pencil carbons there is no a greater difference in mere looks. In quality, however, the average difference is a matter of treble or quadruple cost. As a means of detection, it may be submitted that the pencil carbon is softer, usually duller on the surface, thicker, and not so even, smooth and clear on the back, while the film or coating of typewriting carbon is almost always well polished. To smear the fingers with typewriting carbon requires an effort; not so with pencil carbon, which, with the important exception of the hard surfaced non-grease variety produced by a celebrated manufactory, is usually moist and fatty in the coating.

Typewriting carbon-paper is a source of much profit to the stationer, the demand being a large and increasing one. Although regarded as a semi- or one-sided carbon, it may occasionally be required and can usually be supplied as two-sided. This variety is used between manifold sheets where a good number of copies are required at one operation. Naturally the impression is on the back of the transparent manifold and is read through from the front.

The same range of colors are produced as aforementioned for pencil carbons, with the addition of yellow, a seldom required color. The greatest retail demand in typewriting carbons is for the standard sizes: foolscap 13"x8" and quarto 10"x8". For cut sizes it is profitable to work from the flat ream, usually demy, 17½x22½. To accommodate various requirements, three weights are sufficient—light, medium and heavy, or thin, light and standard. The thinnest grades give more copies of course, but are most susceptible to damage, whereas thicker substance gives less clear impression through many copies, but wears well and withstands handling. In actual use, the class of work and number of copies requisite are the controlling factors in right selection of thickness. A vast difference in price is to be observed between certain low grade products as compared with celebrated makes. To the eye no great material dif-

ference is apparent. Even a close examination reveals little pronounced or distinct superiority of the high-priced typewriting carbon. The truth is that the imitation is an easy matter—on the surface. It is necessary to thoroughly understand what it is that imparts the brand of genuine high grade to a carbon paper prepared for typewriting purposes. Without this knowledge, the stationer cannot hope to satisfy the client who fails to understand why he is asked to pay four times the amount for a commodity apparently the same as the quarter price grade.

Points Which Determine Price of Carbon Papers.

The factors which influence the price of carbon papers are today stock, coloring matter and greasy, fatty or waxy vehicle. Take first the paper, which may range in cost from 8 cents to 24 cents or even 60 cents per lb. The cheaper paper is almost undetectable by ordinary methods owing to its coating. It is of obvious importance that the paper should be yielding or flexible, but cheap stock used for carbon coating contains an amount of wood which renders it harsh. To render the impression from the typewriter firm and clear, it is essential that the paper be very carefully made, in order to preserve the requisite closeness of fibre and texture. With cheap stock this cannot be ensured and, therefore, after the first few copies, the paper commences to bear directly upon the result. The correct fibres for high class carbon papers are cotton, linen and hemp, mixed in definite proportions. Their cost prohibits their use in any but the best papers, and weak, brittle, short and inferior fibres take their place.

The coloring material is in many ways more important than the paper; its consequences are much more far-reaching. If the color of a carbon copy is going to fade away after a short duration of time, what trouble and expense may occasionally be caused is a matter of conjecture. Certain it is that the majority of the colors used in cheap typewriting carbons, perhaps with the exception of black, are produced without any guarantee as to permanency. Particularly bright and alluring colors are produced by the aid of aniline dyes, at very little cost. Such colors are used for the cheapest carbons and copies taken from them will fade in a comparatively short time, being almost bleached away if exposed for a period to direct light. The carbon itself deteriorates in color, but to nothing like the same extent as the copy therefrom. Black and blue may be of fair duration, but purple, red and green cannot be relied upon at all. In the higher class typewriting carbons black and blue are thoroughly permanent; purple is liable to lose its color after a considerable period, while green and red are also apt to fade somewhat.

The coating matter of cheap grades is composed of low quality greases, which are soft and dirty to the fingers. The surface may appear hard and is usually glossed over, but a slight pressure will remove the upper hardness and reveal a soft interior.

Clear, Sharp and Distinct

Does not only describe the embodiments of our line, but will also succinctly describe our goods in comparison with all others.

As force of character is the development of a strong mind, so are *good goods* the apotheosis of the force of real genius.

OUR

CARBON PAPERS

TYPEWRITER RIBBONS

Will perfectly fill the most exacting office requirement. They are the best friends of the user who is seeking approbation for good work.

Send for our catalog and terms and remember:

We meet every condition
We fill every requirement

MITTAG & VOLGER, Inc.

Principal Office and Factory:

PARK RIDGE, N. J., U. S. A.

BRANCHES:

261 Broadway
NEW YORK, N. Y.

205 W. Monroe St.
CHICAGO, ILL.

7 and 8 Dyers Bldg., Holborn, E. C., LONDON

AGENCIES: All Over the World

CARBON PAPER FACTS

Panama Ribbon

Panama Carbon Paper was a new Paper differently made, and not for the sake of being different, but because it was distinctly better. The same is true of the PANAMA RIBBON. It is made differently, and better. It is distinctly a quality not a price seller. It costs more to make, and the difference in result is well worth the difference in price. We want you to offer this Ribbon to those who are willing to pay for the best. We have no hesitation in claiming PANAMA to be the most economical Ribbon because it gives the best results.

The Largest Manufacturers of Carbon Paper in the World.

MANIFOLD SUPPLIES CO.

A. L. FOSTER, President — O. G. DITMARS, Vice-President

188 THIRD AVE., BROOKLYN, N.Y., U.S.A.

Furthermore, a mixture of cheap fats is liable to deterioration by chemical change, one substance working against another and again reacting upon the color. Cheaply coated stock may at first give sharp copies, but after continued use, blurred impressions are produced. The best class carbons are composed of pure unadulterated waxes of high melting point, which remain unaltered throughout the life of the carbon. The hard glossed surface is a natural one and does not conceal a soft greasy interior. Another class of carbon stock is that known as pen-carbon, specially produced with a highly sensitive film to reproduce the lightest touches of a steel pen. In other particulars pen-carbon is akin to typewriting carbon and is made in black or blue colors. To be of high quality, it should not readily smear by the weight of the hand or the touch of the fingers, otherwise exceedingly dirty copies will result. Of necessity it must be thin, but on that account should be composed of tough body paper to withstand ordinary handling. As with all extra thin grades, there is a tendency with poorly made carbons to absorb some of the coating through to the back of the sheet. This should be carefully watched, for in use smearing on the original copy is the result.

To sum up, a high grade commodity should partake of the following qualifications:

Toughness, hardness and evenness of coating, permanency, durability and non-greasiness. It should give crisp impressions of good color, fast to light, while smears and dirtying of the fingers should not be a characteristic feature.

GLOBE-WERNICKE TAKES DERBY DESK COMPANY STORES.

The Globe-Wernicke Company of Cincinnati says that the Derby Desk Company is closing out its own store in St. Louis, and that the Globe-Wernicke Company has purchased the branch stores of the Derby Desk Company in New York, Chicago, Boston and Washington, and that the Derby people are closing their branches in these cities. The New York Times of November 13 stated that the deal involving the four stores taken involves about $200,000. The report stated further that the stocks of the out of town Derby stores will be transferred to the Globe-Wernicke stores in those cities, but that the local store in New York will be continued until May next.

ENGAGEMENT ANNOUNCED.

Mr. and Mrs. Edward Young Horder of Chicago have sent to friends the formal announcement of the engagement of their daughter, Miss Ivy L. Horder, to Mr. Frederick Prescott Seymour of New York. Both Miss Horder and Mr. Seymour are young people of rare and pleasing gifts of mind and character, and their hosts of friends extend heartfelt good wishes.

NEW SECRETARY FOR CATALOGUE COMMISSION.

Chairman Robert D. Patterson, of the National Catalogue Commission, announces the appointment of Mr. Harley F. Wantz, of the Skinner & Kennedy Stationery Co., St. Louis, as the secretary of the Catalogue Commission. Mr. Wantz will be paid a salary for giving up a portion of his time to this work, and it is expected that he will relieve Mr. Patterson of much of the detail of the commission work and will handle a large part of the correspondence and compile the necessary information for submission to the other members of the body.

Mr. Wantz is a young and progressive man in the stationery field, and made an excellent impression at the Springfield Convention when he presented the report of the Committee on Hardware and Glassware, of which he had been chairman but a little over two months prior to the convention. He took the place of Mr. William E. Milligan on short notice and succeeded in presenting many interesting questions in reference to the work of his committee, and his report indicated that he had seriously undertaken the solution of several problems which were undisposed of by the committee of 1912. Under the experienced and highly efficient guidance of former President Patterson, the National Catalogue Commission is expected to make a new record for itself during the coming year, and Mr. Wantz may count upon the hearty co-operation of the trade in the performance of his duties.

Mr. Chas. A. Stevens, of the Stevens, Maloney & Co., of Chicago, acted as Secretary of the Catalogue Commission from the time of its organization until the present. He conducted the correspondence, kept the records, and was untiring in his devotion to the duties which devolved upon him, and Mr. Fletcher B. Gibbs is authority for the statement that Mr. Stevens was of invaluable assistance to him in the work of the Commission while Mr. Gibbs was chairman. It was realized that the many calls upon Mr. Steven's time have rendered it unfair to ask him to further sacrifice himself for the good of the trade, and therefore his resignation as secretary of the commission was accepted with extreme regret. It is impossible to speak of Mr. Steven's work in terms of other but the greatest enthusiasm, and his successor has a high standard to maintain, and, from what is known of him, he will meet the requirements of the situation in every respect.

The Catalogue Commission, as appointed by President Courts, is made up of the following gentlemen: Robert D. Patterson, chairman, Buxton & Skinner Stationery Co., St. Louis; James A. Dorsey, The Dorsey Co., Dallas, Texas; William J. Kennedy, W. J. Kennedy Stationery Co., St. Louis; W. J. Youmans, The W. B. Carpenter Co., Cincinnati; H. W. Stacy, Grimes-Stassforth Stationery Co., Los Angeles.

CARBON PAPER FACTS

Panama

It requires no explanation or selling talk to convince the consumer that they can buy Panama Carbon Paper with the surety that it will give real satisfaction.

Panama Carbon Paper is a great deal more than Carbon Paper, in an unusually handsome package, it is the cleanest, clearest and most permanent sheet of Carbon Paper made. Every sheet is sold with the guarantee of the Largest Manufacturers of Carbon Paper in the World.

Send for samples and particulars of our Panama selling plan.

The Largest Manufacturers of Carbon Paper in the World.

MANIFOLD SUPPLIES CO.
A. L. FOSTER, President O. G. DITMARS, Vice-President
188 THIRD AVE., BROOKLYN, N.Y., U.S.A.

The Plant of the Shaw-Walker Company at Muskegon Mich.

SHAW-WALKER COMPANY BUILDS BIG ADDITION.

Having entered the field of manufacturing steel filing equipment, as will be noted from its announcement in this issue of Office Appliances, the Shaw-Walker Company has recently completed a large addition to its plant at Muskegon, Michigan.

As shown by the accompanying bird's-eye view of the factories, the new building, which appears in the foreground, is a light and airy five-story structure, combining the most approved and modern construction with a handsome and pleasing type of architecture. This is the third addition which it has been found necessary to build in the past two years. In 1911 a three-story pressed brick building was erected to the south of where the new building now stands, in which the main offices of the company are located. Shortly after an addition of similar size was made to the wood-working department. Work on the steel plant was begun during the past year

The ground floor is given over to the heaviest steel-working equipment, which includes mammoth dies for stamping and shaping various parts, as well as the most up-to-date apparatus for electric spot-welding and oxy-acetylene processes. Not a bolt, nut or screw is used in assembling the files, each case and drawer being fused into a single piece. By this means even the drawer slide channels are made a part of the case itself.

The second floor is given over to various other steel equipment, while the third is used for storing a part of the stock of wood files. The fourth floor gives much needed room to the card factory, where are manufactured card index and vertical file supplies in the shape of indexes, cards, folders, etc., for all kinds of files. At one end of this floor is the printing plant of the advertising department, where two presses are kept busy turning out promotion literature.

The entire fifth floor, with the exception of the space occupied by cutting and folding machines, is given over to a stock room where large quantities of card index and vertical file supplies are kept on hand. Here they are stored tier upon tier along the avenues of racks used for this purpose. In addition to this, bulky supplies in large quantities are kept in another building.

Each story of the new structure gives a clear floor space nearly a block in length. However, none of the departments have more space than necessary, and if the future can be judged by the past, the Shaw-Walker Company is not yet through growing by any means.

DINNER TO BOSTON VICTOR SALES FORCE.

The Boston office of the Victor Typewriter Company had the pleasure of being entertained by George W. Campbell, general manager of the Victor Typewriter Company, 812-814 Greenwich street, New York City, N. Y., on November 13th. This special dinner was given by Mr. Campbell as a tribute to the Boston sales organization for the good work accomplished since their office has been open.

The dinner was held at Youngs Hotel in a special room obtained for the occasion and judging from the feeling of good fellowship that prevailed, every man thoroughly appreciated and enjoyed the dinner.

Mr. Campbell was the principal speaker. He impressed everyone by his straight talk on the splendid progress made by the entire organization, what they proposed to do in the future and the necessity of all salesmen working as a unit and in harmony with the organization.

All of the salesmen expressed their appreciation and enthusiasm for the co-operation from the home office and the many features of the Victor which helps to make the way easy.

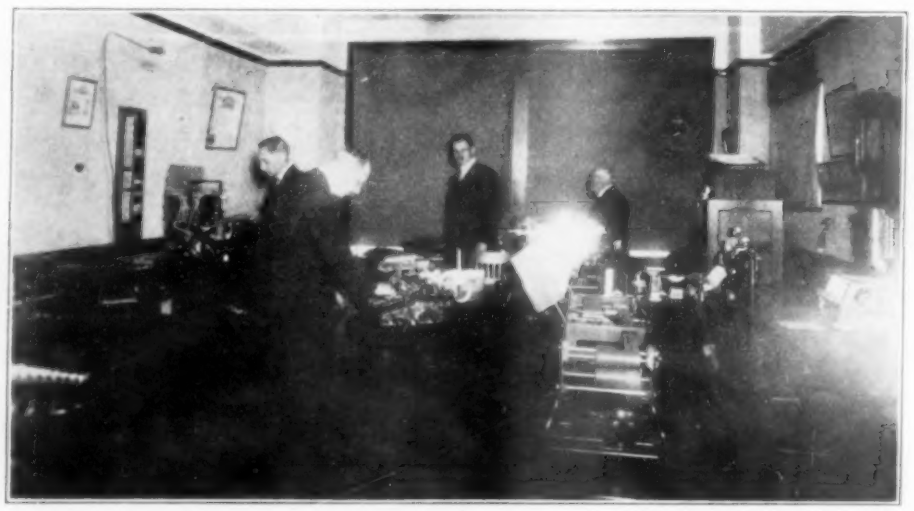
BURROUGHS DISTRIBUTES 22,000 TICKETS.

At the recent business show held in New York City, the Burroughs New York office distributed 22,000 tickets of admission; 2,285 requests for tickets were received, some of which were for as many as 100 tickets.

Show Shots, edited and published by the business show, in commenting on the different exhibits and companies represented, had the following to say about the Burroughs Company:

"An organization that is a monument to efficiency. They have almost as many different types of machines as a yaller dog has fleas, and what's more, they have the men to produce a perfect fit of one of these types to your needs."

"Hot air," even though it be compressed, should be suppressed in all legitimate business.



Demonstration Room of the Business Equipment Sales Co., Los Angeles, showing variety of American and European office machines.

BALL BEARING; LONG WEARING

Experts' Decision Justified by Results

In 1910 the Du Pont Powder Co., after its experts had made exhaustive tests of all the principal makes of typewriters, decided to standardize with the L. C. Smith & Bros., and purchased 521 machines.

These typewriters were used steadily for three years, completely justifying the judgment of the experts.

More eloquent than words is the recent order of the Du Pont Company for 1,000 typewriters, based upon the highly efficient service rendered by the typewriters bought three years ago.

Write for mailing card "A Three Years' Test."

L. C. SMITH & BROS. TYPEWRITER CO.

Home Office and Factory, Syracuse, N. Y.

Branches in all Principal Cities.

THE "BEAUMEL" SAFETY FOUNTAIN PEN

NO BETTER PEN MADE

The principle is that of an absolute Safety Fountain Pen. When cap is screwed on barrel, it cannot leak as, it is hermetically sealed.

Th gold nib, when not in use, is retained in the ink which is in the barrel. The pen, being moist, is always

(OPEN)

ready to write at the very first stroke, and being fitted with the "Rival" Feed will continue writing, without overflow, until the last drop of ink has been consumed.

(CLOSED)

No such high-grade pen incorporating these working principles has ever been sold before at prices we can quote.

Catalog Illustrating our full line and giving Prices and Discounts will be sent to Dealers on Request. WE GUARANTEE EVERY PEN. FOREIGN AGENTS WANTED.

D. W. BEAUMEL & CO., Inc. Office and Factory, 35 Ann St., NEW YORK

OVER 5000 COPIES

per hour of anything typewritten — circular letters, price sheets, notices, instructions, forms, etc., can be printed in facsimile by any office help of average ability on this No. 78

Edison Rotary Mimeograph

Ask for Catalog

It will do work considerably quicker and cheaper than any duplicator made — 25% to 90% cheaper than any printer and much quicker.

It gives you efficiency par excellence.

Made only by

A. B. Dick Company

Chicago — New York

WARNING: When we placed upon the market our patented wax stencil paper process, over twenty-five years ago, we were occasionally annoyed by petty infringers of our patents until the courts compelled a discontinuance of such infringements. We may not be free from a like temporary annoyance through infringers of our inventions covering the new machines and stenciling materials, as some manufacturers prefer to imitate rather than to create. We, therefore, warn all against the manufacture, sale, purchase or use of such infringing machines or stenciling materials. ALL INFRINGERS WILL BE VIGOROUSLY PROSECUTED.

TAKES ADDING MACHINE AGENCY FOR EUROPE.

Howard E. Preston, well known among American and European adding machine men, has gone abroad as the European agent of the Adding Machine Department of the American Can Company. Mr. Preston is a native Chicagoan, but has resided in Europe for three or four years, where he was European agent for Felt & Tarrant. He speaks French and German almost as fluently as his native tongue. He is a student of American and European economic conditions and is thoroughly posted on modern business practice, both in America and abroad. For two years he was Chicago manager for Felt & Tarrant, and while here lost no opportunity to increase his information with regard to business systems and office practices. Since he has been in Europe Mr. Preston has kept up his habits of observation and investigation, until he is now a thoroughly rounded office appliances man, prepared to speak with authority on conditions both here and abroad. He knows the full meaning of the term, "Modern Efficiency," and speaks in a very complimentary vein of our friends in Europe. He realizes that the business men of England and the continent have contributed largely to the development of office machinery and systems, and have for many years thought consistently in terms of the better way. The export methods of European houses are conspicuously ahead of the methods in use among American houses generally, and in several other particulars we could take a leaf from our European cousins' book to good advantage.

With his experience and acquaintance among the business men of England and the continent, Mr. Preston will be able to do much in a short time toward placing the American adding machine upon a profitable footing in the European markets.

ENTERPRISING TEXAS CONCERN.

The Bennett Printing Company of Paris, Texas, under the progressive guidance of Mr. Bennett and Mr. Gibson, has grown from a small plant into one of the largest institutions in the South. Their clientele covers Arkansas, Oklahoma, Louisiana, Florida and Texas. In fact when you speak with the business men of Paris they will tell you that whatever you get from Bennett Printing Company is all right. This concern does a high class of engraving, lithographing, embossing and printing. Their commercial stationery and office furniture are of the highest grades, and the same applies to their blank books, loose leaf ledger, etc. They are to be congratulated on a very fine show room, where there is lots of floor space and everything artistically arranged. They were obliged to add to their office force and have secured the services of R. H. Osborne, who was with the Dorsey Company over eight years, and placed him in charge of the commercial stationery end.

MANAGES NEW YORK STENOTYPE OFFICE.

H. B. Matthews, district manager of the Stenotype Company at New York City, who is making such a success of the Stenotype in the East, came from the meat packing industry, in which he was very successful as salesman and branch office manager. He was not only successful in that work, but in other pursuits as well. This recalls the fact that, with the exception of President W. S. Ireland, inventor of the Stenotype, all the executive heads of the company were at one time connected with the industry of meat packing, in which they made money and were successful. Although still a young man, Mr. Matthews has had a very interesting business experience. He started to work 25 years ago, when he was

H. B. MATTHEWS, Manager New York Office of The Stenotype Company.

quite young, and, in relating his experience, he says: "I had the usual experience that boys have when they go to work, that is, holding a job and hoping to be fired during the hunting and fishing season, and in Missouri that was twelve months out of the year, and I was properly fired many times."

Mr. Matthews tells us that his serious work did not begin until he was 23 years of age, at which time he accepted a position with the Cudahy Packing Company to sell canned meats in the South. At the time he took this position the packers all thought that they had lost their business on canned meats forever, on account of the scandals which arose during the war with Spain. Mr. Matthews held this position for three years. At the end of this time the Cudahy Packing Company put him in charge of the canned meat department at Omaha, which he managed for a year, then came to New York to handle the domestic and export canned meat business for the same people. When he took hold of the business in New York the Cudahy Packing Company was

doing a trade of $40,000 a year. This was the biggest business they had ever done in the New York territory in canned meats. In two years, however, Mr. Matthews built up the business to a volume of $280,000.

One of Mr. Matthews' most interesting experiences was during the San Francisco disaster. A wire was sent out by the main office advising all managers to get in touch with the Relief Society. Instead of interpreting this to mean that the Cudahy Packing Company was about to send many thousands of dollars' worth of goods as a gift to San Francisco, the New York manager, Mr. Matthews, interpreted it to mean to get busy and sell goods. He received the telegram at 10 o'clock, and at 12 o'clock he had an order in the Omaha office for $45,000 worth of canned meat, crackers and condensed milk. This was on a Saturday, and by Sunday noon all of these goods had been shipped.

Twelve years ago Mr. Matthews became interested in the Tobacco Trade Journal Company, and has been a member of that company ever since. He left the Cudahy Packing Company six years ago, and opened up a feed business known as the H. B. Matthews Feed Company, of which he is president, and which handles the feed manufactured by the Corno Mills Company. His brother, J. R. Matthews is, by the way, the president of the Corno Mills Company and the treasurer of the Stenotype Company.

Mr. Matthews is a strong, live man, and is undoubtedly one of the best men who could be selected for the responsible position of New York district manager for the Stenotype Company.

YOUNG GERMANS LEARNING OUR METHODS.

Mr. F. S. Block, son of Mr. J. Block of J. Block & Company, representative of the Burroughs Adding Machine Company in Germany, came to Detroit from his home in Gruenewald-Berlin some time ago to learn American business methods, and left on November 9 for Lynchburg to become a salesman in that office. Later on Block will leave for Berlin and join his father's organization there.

Mr. Walter Block, brother of Arthur Block, also left the Burroughs factory on November 9 going to St. Johnsbury, Vermont, to spend a few weeks in the factory and office of the Fairbanks Scale Company of that city.

On December 9 he will sail from New York to his home in Gruenewald-Berlin, Germany, and later will leave there to take up work in Russia.

FURNITURE MEN GO HUNTING.

O. H. L. Wernicke, president; Frank A. Montelius, sales manager, and Charles J. Baldwin, superintendent of the Macey Company, Grand Rapids, Mich., spent Thanksgiving week hunting deer in the Michigan Northern Peninsula.

NOT OVER THIRTY DOLLARS 30

The Protectograph

Over 200,000 leading banks and business houses in all lines use and endorse the Protectograph principle of protection. "Satisfied Users" make Protectograph sales.

Look for the name "Todd" on the name plate.

G. W. TODD & CO., Mfrs., 1129 University Ave., Rochester, N. Y.

World's Largest Makers of Check Protecting Devices

The "CHELSEA" Inkstand

NOW READY

A new low type of inkstand with a rotary vulcanite cover, which screws into a porcelain plunger, which can be raised or lowered by the rotary movement of the cover, thereby regulating the quantity of the ink in the dip cup, the level of the ink in the dip opening always being kept at the proper height to properly ink the pen.

The edge of the base is beveled off to form an incline face to facilitate the insertion of the pen at an angle. The dip opening itself extends at an angle, a point users of inkstands will appreciate. The "Chelsea" has three parts, and is absolutely indestructible. Nothing can get out of order; evaporation is reduced to a minimum and it always

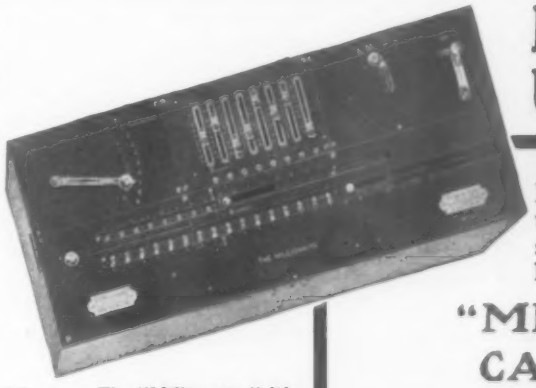
Inks the pen just right

Claims Allowed in Pat. Pending

Price - - Each, 50 Cents

Cushman & Denison Mfg. Co. 240-242 West 23d St NEW YORK

Endorsed by the U.S. Government



Because of its broader adaptability, its accuracy and unequaled speed of computation, Uncle Sam has set his seal of approval on the

"MILLIONAIRE" CALCULATOR

There are now over one hundred of these machines in operation by the various United States Government Departments. In business houses where complex and extended computations are the rule, and where time saved means dollars earned, there is a need for this machine. Its possibilities are practically unlimited and its great resistance to wear and tear makes it--in the end--the most economical calculator to buy. Write and arrange for demonstration. Our booklet sent on request.

Note this— The "Millionaire" differs constructionally from all others—requiring only one turn of the crank for *each figure* in the multiplier or quotient. Without exception, all other calculators necessitate a turn for *each unit of each figure.*

W. A. MORSCHHAUSER, Sole Agent, 1 Madison Ave., New York

IDEAL Tubular Stands

Burroughs Adding Machine On Our Stand

are now used by practically all leading manufacturers of office machinery of every kind for which a stand is necessary.

If you are interested in a stand that will increase the value of your product, send us your specifications and we shall be pleased to submit sample with quotations at our risk.

The cuts herewith show but two of a great variety of styles.

Just Out

New model No. 3 combination portable and rigid typewriter stand. Same model with all its advantages will be furnished for any other office machinery.

Mount your machine on our stand, rol it to your work, throw the crank to othe side, and you have a rigid stand.

Write for circular with prices and discounts.

No. 3 Combination Typewriter Stand

Fowler-Manson-Sherman Cycle Mfg. Co.
1447-1455 Austin Ave., Chicago

LEGAL ASPECT OF CARBON COPIES.

M. L. Hayward, B. C. L.

It is nearly always necessary in the course of a trial to prove the contents of ordinary business documents or letters; and the rule is that the same can only be proved by "primary evidence," that is by the production of the original document itself, or by an admission of its contents by the opposite party. A copy of the document, or what is called "secondary evidence" may be used in certain cases where the original document is in the possession of a stranger who cannot be compelled to produce, or where it is in the possession of the opposite party who refuses to produce after proper notice, or where the original has been destroyed or lost.

It is then an important question whether the document or letter is an "original" or merely a copy. If it is an original it is admissible in evidence without accounting for the absence of the original—if it is merely a copy the original must be accounted for.

The point frequently arises in the case of copies of documents, etc., printed, lithographed, photographed or made by a copying machine, letter press or similar devices, and the courts have held that such copies are only secondary evidence requiring that the original be accounted for.

The almost universal use of carbon paper in making copies raises the point as to whether such copies are "primary" evidence or merely "secondary" evidence.

In the case of The International Harvester Company vs. Elfstrom, 101 Minn. 263, the Supreme Court of Minnesota decided that a carbon copy is a duplicate original and may be introduced in evidence without accounting for the original, and this rule is followed in all the states in which the point has come up, with the possible exception of Missouri.

The Elfstrom case clearly points out the distinction between letterpress copies and carbon copies.

"The distinction between letterpress copies," as the court pointed out, "and instruments produced by the use of carbon paper, as in this instance, seems reasonably clear and satisfactory. What makes two numbers of an instrument duplicates and equivalents is the fact that the legal act of the parties as consummated embraces them both. Letterpress copies are produced by an act distinct from and subsequent to the consummation of the legal act of execution. It may or may not be the act of the parties to the contract. We know from common experience that such copies are ordinarily produced by the labor of the clerks and other employes and that the results are not always satisfactory. But all the numbers of a writing which from the completion of the legal act of the parties, although aided by mechanical devices or chemical agencies, meet the requirement of originals. If the reproduction is complete, there is no practical reason why all the products of a single act of writing the contract and affixing a signature thereto should not be regarded as of equal and equivalent value. In this instance the same stroke of the pen produced both signatures. The argument that the recognition of these instruments as duplicates would encourage fraudulent practices does not touch the principle involved."

NEW VICTOR AGENTS IN OMAHA.

Butts Typewriter Exchange, 1805 Farnum street, Omaha, Neb., have secured the agency for the Victor typewriter for Omaha and the entire eastern portion of Nebraska.

This is a very live company composed of Frank N. Butts and Sidney M. Smith. Mr. Butts is the active partner and manager of the business. Mr. Smith is official court reporter of the district court of Douglas county and is well known and highly regarded. He was at one time secretary to the president of the Union Pacific Railway

F. N. BUTTS.

and has hosts of friends in Omaha and eastern Nebraska.

Frank N. Butts has been in the typewriter business in Omaha for the past fourteen years, first entering the Remington offices under the direction of C. B. Yaw. He remained with that company for seven years, serving as repairman and as salesman. Later he became identified with the Monarch Typewriter Company under A. H. Workman, when the Monarch branch was opened in Omaha. In 1910 Mr. Butts left the Monarch Company to engage in business for himself and later consolidated with the Typewriter Inspection and Supply Company, assuming charge of their mechanical department. He and Mr. Smith later bought out the typewriter department of the business and established the Butts Typewriter Exchange at the commodious quarters now occupied by them, 1805 Farnum street.

This company enjoys the confidence and support of some of the leading institutions in Omaha. They have contracts for all repairs of typewriters with the Union Pacific Railway and the Woodmen of the World, as well as many other large companies. They are meeting with large success, and the addition of the Victor agency gives them the opportunity to enter upon a much larger field.

FINE BROWNE-MORSE CATALOGUE.

The Browne-Morse Company of Muskegon, Mich., has just issued a particularly handsome catalogue of filing cabinets and supplies. This catalogue is bound in green covers with a picture of the factory in lighter green and white in the center. The lettering is red and white. The catalogue contains 80 pages, and is made entirely by the offset process. The paper an which it is printed is a fine grade of matte surface stock upon which a half-tone could not be printed by the ordinary process, but when done by the offset press, produces most pleasing results. All the half-tones and the line cuts are brought out with great brilliancy, softness and detail, and even the type matter done by the offset process possesses a character which could not be given it by a straight printing process.

On page 6 is shown a large, ideal office in which every piece of furniture is a Browne-Morse product. On the following page the slogan of the company, "Quality Cabinets," is explained. Here the company goes into a discussion of the manufacture of its goods, and traces their various features step by step. This litle article is illustrated with four carefully executed half-tone reproductions. Pictures are shown of a Browne-Morse installation in New York City and another in Dallas, Texas. The New York installation is illustrated by a picture of the Browne-Morse upright vertical filing sections in the filing room of the M. P. Gould Company, while the installation selected as representative of the business done in Dallas, Texas, shows the "Cabinette" sections in the office of the Texas Industrial Commission. An interesting picture is a full page plate on page 52, showing seventeen "Desks with Brains" in one of the offices of McLean, Black & Co., Inc., at Boston, Mass.

All the filing appliances, desks, cabinets, etc., manufactured by the Browne-Morse Company are explained very thoroughly, and illustrated with half-tones and with line engravings, showing accurately the features of construction and the exterior appearance of all these goods. This catalogue should be in the hands of every dealer who is interested in office furniture lines.

PIKE IN NEW ENTERPRISE.

Arche H. Pike is now manager of the Business Specialties Company, factory representatives, Brisbane building, Buffalo, N. Y., a concern which he organized and which partakes of the nature of a bureau which gives information regarding office machines and specialties and which, in the event goods are ordered, collects a small commission for their sale. The company carries only such stock as may be necessary, but has samples of machines and other goods and a full complement of advertising matter, catalogues, etc. In addition, the company has a number of good exclusive agencies which are attended to by its own specialty men.

"A Perfect Office Chair Base"

These selling points along with B. L. Marble quality and workmanship make the line a valuable asset to the progressive dealer handling office furniture.

Write for Catalog

The B. L. Marble Chair Company

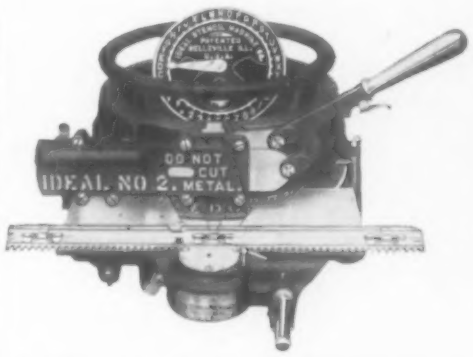
BEDFORD, OHIO

The Ideal is the best stencil machine that has ever been produced

Rosenberg Paper Co., *Chicago*

And that's the opinion of every shipper and manufacturer in the country.

Placed aside of all known makes of stencil machines the Ideal ranks first in *Speed, Accuracy, Durability and Economy.* Even the unexperienced eye sees the great improvements the Ideal has over the old-style, solid-table machines—why the Ideal is the "Best" machine that has ever been produced.



Write for the "Ideal Booklet," an interesting story on the Ideal Stencil Machine.

IDEAL

Ideal Stencil Machine Co.

BELLEVILLE, ILLINOIS

(14 miles from St. Louis)

MODELS ON DISPLAY: **New York Office,** 61 Beekman St.; **St. Louis Office,** 13 N. Second St.; **Seattle,** 313 Hoge Bldg.; **Milwaukee,** 310 Merrill Bldg.; **Detroit,** 153 E. Warren Ave.; **Philadelphia,** 1324 Arch St.; **Boston,** 290 Devonshire St.; **Pittsburg,** 420 Wood St.; **Kansas City,** 3526 Central; **Portland,** 412 Stock Exchange; **Dayton,** 703 Schwind Bldg.; **New Orleans,** 622 Maison Blanche; **San Francisco,** 560 Market St.

The Inner Circle of the great Order of Office Appliances

¶ Harry Bates, advertising manager of the Underwood Typewriter Company, is an old newspaper man. He thoroughly understands the inner workings of the daily newspaper game, and could take a desk on any paper and turn out "copy" or direct the activities of the reporters.

* * *

¶ "Uncle" Daniel Saunders of Saunders & Co., of Kansas City, Mo., manufacturers of the Sealograph sealing machines, is well known in the lumber industry, in which he has spent most of the years of a long life. He is a prominent lumberman and nobody can "put it over" Uncle Daniel when it comes to making a good deal in lumber or in selling sealing machines.

* * *

¶ B. E. Harris, sales manager of the Adding Machine Department of the American Can Company, is an experienced typewriter man. He was in the typewriter business for a number of years before accepting his present position and has seen the writing machine industry grow from small proportions to its present size and importance.

* * *

¶ Paul Fera of the well known pencil house of Eberhard Faber, Brooklyn, New York, is one of the tallest men in the commercial stationery field. Fera is six feet plus six inches, and he towers over the heads of the other tall men in almost any assembly. He is young—not many years past his majority—and one hears the remark frequently, "My! What a whopper he will be when he grows up!" Fera is slender, but straight, and his joking friends refer to him as "The human lead pencil."

* * *

¶ A. K. Ingram of the Joseph Dixon Crucible Company is a living example of the healthfulness of the life of the traveling man if he takes it properly. Mr. Ingram is past three score and ten and has been on the road for fifty-two years. He and Uncle George Olney had their pictures taken together recently, and made it understood to all who saw the photographs that the total of their joint years on the road numbered 109.

* * *

¶ C. E. Sheppard of the C. E. Sheppard Company, the big New York loose leaf manufacturing house, is an enthusiastic automobilist. He does not go in for fads in automobiling, but uses his machine for the very practical purpose of conserving the health of Mrs. Sheppard and himself, and incidentally that of their friends. The Sheppard machine has traveled many thousands of miles over the splendid roads of New York and New England and wherever it goes it is always filled with people who are enjoying themselves.

* * *

¶ Mortimer W. Byers, the able and efficient secretary of the National Association of Stationers and Manufacturers, is a practising lawyer with offices at 41 Park Row, New York. Here he meets his clients and transacts their business, and in the same office cares for the business and the records of the Association.

* * *

¶ F. J. Strobel, the newly appointed manager of the Chicago office of the Victor Typewriter Company, is one of the experienced men in the typewriter business. He thoroughly understands nearly all of the leading machines, for he has sold them at one time or another during his active career. Although a young man, Mr. Strobel has had much business experience. For a number of years he was a promoter and organizer of national banks in the East, in which work he gained valuable experience and knowledge of certain phases of banking.

THE DEALER AND MANUFACTURERS' PRINTED MATTER

Some Suggestions for the Reform of a Bad Practice.

THIS is no indictment of the dealer—it is simply a criticism of a business practice which is probably followed in many branches of the trade. Indeed, it is probably not so much a practice—for a practice argues previous intention—as it is the product of neglect which long inattention has crystallized into habit. We refer to the waste and the misuse of the expensive printed matter which manufacturers freely distribute among their dealers to be used as advertising among their customers.

Of course, it is not true that the printed and lithographed circular matter distributed by the manufacturers receives scant attention among all dealers. If it did, manufacturers would soon give up in sheer disgust and discouragement any attempt to stimulate the business of dealers by such means; but there is enough waste of such good matter to make the aggregate of it amount to nothing less than a crime.

Practically every manufacturer in the office equipment business employs men who make a specialty of getting up high grade advertisements and circular matter to be distributed by dealers among their customers. These men are able, keen, clear-headed fellows—and they are well paid. The printing of the matter they produce is usually done in first-class shops which produce high-grade work; frequently the work is done in two or three colors, making two and three press runs necessary, and frequently high-grade half-tones and lithographs are necessary to bring out the results desired. The paper is often the best stock that can be obtained for the purpose. All these things cost a lot of money—and the better the work is done the more it costs.

The manufacturers send out this matter to dealers in great quantities with the intention and expectation that it shall be used by the dealers among their trade. They want it distributed to the consuming public, to the users and the prospective users of the goods they manufacture, so that the dealer may profit and the manufacturer may achieve increased revenue from larger and more frequent orders from the dealer. Sometimes the dealer has a place for this expensive printed matter and a regular, well-considered system of distributing it among his trade. But more often he has neither a place to put it where it will be kept reasonably clean nor any system of getting it out where it will do him the most good.

It is the neglect, misuse and careless keeping and handling of this matter that wastes it and wastes money, time and opportunity. There should be an enclosed place for it where it will not be exposed to dust, and it should be piled in such a way that but one sheet will receive the dust which does collect, so that when it is used it will be necessary to waste only one copy—the one on top.

A couple of years ago a manufacturer in this field caused to be returned to him some goods from a well-known dealer. Another manufacturer in another branch of the business had supplied this dealer with some splendidly executed three and four color circulars to be distributed to his trade. When the returned goods reached the first manufacturer he rejoiced to note that they were neatly packed, but was more than a little surprised and disappointed to discover that the expensive circular matter of his friend had been wadded up and used to fill the vacant spaces in the box to make the cover tight. The dealer whose shipping room perpetrated this act would not have permitted such a use of the matter had he known about it. The moral, of course, is that dealers should get around in their own stores at frequent intervals and find out what is going on.

Printed Matter Wasted at Business Shows.

At the close of the business show held recently in New York some boys in one of the booths reached down into the boxes and filled the air with some fine two-color printed matter of one of the leading manufacturers. This was done by his own employes—not by mere vandals. This was but one of several similar incidents and represented an utter and inexcusable waste. At the business show in New York a couple of years ago a gentleman from Germany witnessed a similar performance and expressed his opinion of it with a Teutonic vigor justified by the facts.

The waste of circulars and printed matter by irresponsible employes has been mentioned in Office Appliances before, but is brought forward again in the hope that some few will grasp the truth of it and see that it does not happen in their establishments. It is waste without profit or excuse—waste of money, of material, or work, of time and of the good that might be done by the proper use of the material wasted.

Don't let it happen!

BUTTERFIELD TREASURER OF BROWNE-MORSE CO.

W. W. Butterfield is now with the Browne-Morse Company, Muskegon, Mich., manufacturers of the popular Browne-Morse line of filing cabinets and desks. Mr. Butterfield has joined this concern in the capacity of treasurer of the company and purchasing agent. He was formerly connected with the Butterfield Lumber Company of Norfield, Miss.

You must be giant-like in the strength of your confidence.

NOTICE OF INFRINGEMENT.

The Spurgin Manufacturing Company of Chicago, makers of coin wrappers and various office devices, has recently sent the following notice to the trade:

OFFICE OF SPURGIN MANUFACTURING COMPANY, INC.
Chicago, November 20, 1913.

On May 22, 1912, a bill of complaint was filed by this company in the United States District Court at Chicago, against the C. W. Braithwaite Co. of Chicago, on two grounds: First, infringement of Letters Patent No. 831,115, issued to Robert Sprugin, September 18, 1906, for an improvement in coin wrappers; and, second, unfair competition in business, in the simulated use of a coined trade name, "Doublend" (altered to "Double End") and the copying of our distinguishing color scheme for coin wrappers; both features long and continuously used by us.

A decree of injunction was obtained November 12, 1913, in the United States District Court for the Northern District of Illinois, Eastern Division, Judge K. M. Landis, presiding, perpetually enjoining the said C. W. Braithwaite Co. "from making and selling coin wrappers in infringement of said Letters Patent"; and "from simulating complainant's color scheme for printing value designations on coin wrappers"; and "from using the term 'Double End' or 'Doublend,' or any term or expression deceptively similar thereto, as a trade mark or trade name for coin wrappers."

We welcome fair competition on the strictly commercial basis of merit. Imitations—whether positive, as in the case in point, or studiedly evasive, as in some cases—of the Spurgin line of patented coin wrappers only emphasize the superior worth of the original, and those who would avoid such, will prefer to send their orders for the genuine goods bearing this company's own imprint and patent date, direct to this company; whose constant study has been—and successfully—to originate and produce the best line of money labels, in all the requisites, in the market.

References: 118 Chicago banks now regular users of our goods.

SPURGIN MANUFACTURING CO., Inc.

A modifying clause was attached to the above injunction by agreement between the plaintiff and defendant, permitting the latter "to dispose of a limited stock of the infringing goods on hand to bona fide users only, within the territory east of the Ohio river and within sixty days from November 12, 1913, the date of the decree; and not otherwise."

GUM TAPE COMPANY EXPANDS.

The Chicago Gum Tape Company has purchased the business, stock and good will of the Old Colony Sales Company, Old Colony building, Chicago, Ill., who were formerly in the gum tape machine and sealing tape field. The Chicago Gum Tape Company will take care of all of the unfilled orders of the Old Colony Sales Company, and will see that all former customers are given every possible consideration.

The former manager of the Old Colony Sales Company became associated with the management of the Chicago Gum Tape Company on the consummation of the above purchase.

Larger quarters will be taken, and the business will be materially strengthened by reason of this addition.

The Story of Jack Apple

By LOUIS VICTOR EYTINGE

NOTE.—This is a "truly" story—a record of actual events—of a man who is happy and full of grit, though he has all the physical handicaps a man can have and live. We ask our readers to take to themselves the philosophy and the courage of Jack Apple—remembering him when the world looks dull and prospects gloomy. This story was told by Mr. Eytinge in a letter to a friend, who desires that other men may also read it and catch its inspiration.

¶A bright young man had but two days before graduated from the Georgia Institute of Technology and the future loomed large before him. In the blithe bravery of his success he was sporting in the surf at Savannah—made a dive and—his friends carried him out of the water with a broken neck.

¶Time and again they expected Jack to die—but he wouldn't. He always was a disappointment to the yelpers and croakers. His technical training was no longer of value to him—for he was a man paralyzed from the neck down. Some niche would have to be found in which he could fit. His brain was too active to permit of idleness—even tho he were helpless.

¶You know the hard name the boring life insurance solicitor had given to his following—you know you fly as from a pest when the average peddler of policies approaches. You know that it requires initiative, ingenuity, get-up-and-at-themness—and despite the handicaps in front of him Jack determined to sell life insurance. He had but one thing that was favorable to this resolve—his father had been a general agent for the same company he joined and Jack had grown up in the insurance atmosphere and knew the business.

¶Every day a small, especially-built wagonette is drawn up before Jack's door—a low reclining chair is trundled out, tenderly, because of the burden it bears, and placed inside the wagonette. A young boy drives the conveyance and calls the prospects out to the curb. He has to carry the rate book and to handle the papers—to turn the pages—to do the writing—to hold the phone receiver to Jack's ear, when the latter stays in his centrally located office and sells insurance. Jack can't do a thing but use his head—but they know the smiling fellow everywhere in the city of Savannah—they know him at the theaters and at the ball games. He's the cheeriest fellow I've ever heard about—they say he is unusually bright, unqualifiedly a business success—wholly good natured and mightly opulent in his optimism. He shames the rest of the force of that company when he writes his formula for success as "nothing more than using knowledge coupled with concentration and persistence." And he lives up to the line he wrote: "These three words mean more, in my opinion, than a whole dictionary of others: "MAKE FRIENDS! SMILE!"

¶Now, that's the story of Jack Apple, John J. Apple—the rosiest apple in the orchard—a story of grit, of inspiration, of achievement. I'm telling it to you that you may pass it on some time to your salesmen and fire them to better efforts—and that both of us, you and I, in our activities may be cheered on by the efforts of this Savannah boy.

HOTEL DE VILLE, PARIS.

PARIS REMINGTONIANS GET BIG ORDER.

The best achievement of the Remington boys in Paris, France, is recorded in recent dispatches received from the "Yankee's Paradise," and reflects great credit on Stanley S. Heritage, the general managter for the Remington in France, as well as on Mr. Hawthorn, the metropolitan Paris manager of the Remington Typewriter Company.

The Remington Typewriter Company has received a contract from the Department of the Seine, in which the great municipality of Paris is located, providing for the exclusive use of the Remington product by the department for a period of six years. According to French law, the head of the departmental government, located in Paris, controls both the city proper and the entire department. It is as if the mayor of the city of Chicago were also, by virtue of his office, governor of the state.

The contract in question will cover all of the machines used by the municipality of Paris, as well as all of the typewriters used for instruction purposes in the schools of the Department of the Seine. There are 600 schools in this jurisdiction, in sixty-five of which typewriting is taught.

"THE AMERICAN OFFICE."

This is the title of a book by J. William Schulze, B. C. S., C. P. A. Mr. Schulze's connections fit him, practically and theoretically, to treat of "The American Office, Its Organization, Management and Records," and the manner in which the subject is handled is an assurance of the value of the book to those for whom it is written:

I. The young man in the office who is anxious to succeed and who is desirous of studying a book that will teach him standard office methods.

II. The student in the university or business school who aims to start his business career with a knowledge of American office practice.

III. The executive who realizes that, no matter how well he may believe his office is being managed, there are ideas and suggestions to be gathered from a study of other men's methods.

The subject is handled in three parts under the heads given in the subtitle of the book. We should characterize the work as clear, comprehensive and practical. Perhaps the best way of giving some idea of the scope of The American Office is to quote the title of some of the chapters: Office Employes, Office Appliances, How to Lay Out Floor Space, Supervision and Salary Plans, Methods of Arousing Enthusiasm, The Human Touch, Correspondence Filing, Purchasing and Store Room Records, Records for Credit and Collection Department, Records for Advertising and Sales Departments.

The Key Publishing Company, of New York, are the publishers of the book. The introduction is dated August, 1913, so that one may conclude that the data is up to date.

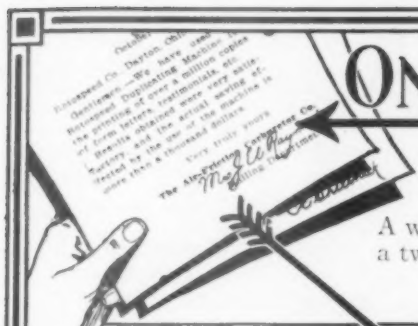
WHERE CARGADORES DELIVER TYPEWRITERS.

The accompanying picture shows a scene in Manila, P. I., where the Remington typewriter, under the able management of the local agents, E. C. McCullough & Co., occupies a very strong position.

The cargadores are the porters of Manila. They carry your luggage, not in a wagon or hand truck, but draped over a long pole extending across the shoulders of two of them—and it took 130 of these cargadores, therefore, to carry the Remington Typewriters purchased by the Insular Government during a single day recently. The signs which the cargadores carried gave a splendid advertisement of the Remington machines, and the procession was commented upon at length in the newspapers of Manila, English, Spanish and native. "Novel Procession" is what they called it, and that it certainly was.

Lewis Gilder, the manager of the Remington Typewriter Department of E. C. McCullough & Co., the Remington representatives for the Philippines, is shown in the photograph in the foreground, at the left of the picture.

Philippino Cargadores, or Porters, carrying Remington machines, filling the recent big order of the Insular Government.



ONE THOUSAND DOLLARS SAVED!

A mail order house, printed over a million copies of form letters and testimonials on ONE Rotospeed Stencil Duplicator and *Saved Over a Thousand Dollars By Its Use.*

A wholesaler saved over a hundred dollars on one job by printing two hundred copies of a two hundred and fifty page price list on a Rotospeed.

This Machine is Different Because of These Features:

Semi-Automatic Feeding Device—Insures square printing, accurate registration, high speed of operation and saving of stationery.

Unlimited Head Spacing Adjusment—Permits immediate adjustment of position of printing anywhere up or down the sheet.

Ink Pad and Stencil Paper Attachment—Simple and quick means of changing ink pad and stencil sheet. No loose parts to become mislaid.

Adjustable Feed Board—To suit the convenience of the operator and to produce a rapid, positive and easy paper feeding method.

Improved Receiving Tray—Simply and easily attached to the machine and arranged to prevent the printed sheets from sliding out.

Cylinder Lock—Holds the printing cylinder in any desired position while changing the ink pad or attaching the stencil sheets and for locking the cylinder when not in use.

Printing Cylinder—Made of non-corroding metal with large opening which permits easy access for cleaning and applying ink. Large enough to print copy 8½x16 inches.

YOU CAN SAVE

in the same proportion by using a Rotospeed in your office for producing quantities of from twenty to five thousand copies of letters, postals, notices or anything that can be written with a typewriter.

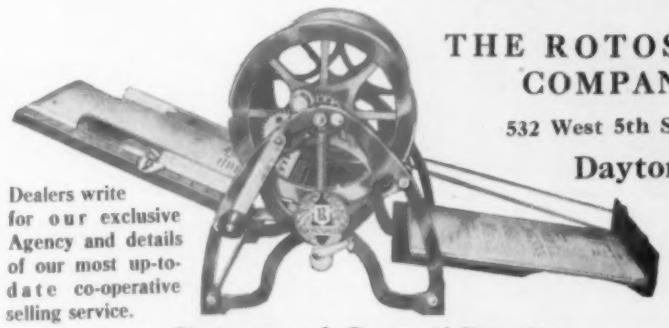
Fifty Typists Cannot Keep Pace With One Of These Machines.

The average Rotospeed operator prints from 75 to 100 copies per minute. The work is neat and the cost of materials *less than twenty cents per thousand copies.*

You need a machine like this Write us for our trial offer, samples of letters, testimonials and the Rotospeed booklet.

BY THE USE OF THIS MACHINE!

Price **$25.00.** Complete with supplies. **$27.50** in Western States. Transpo tation Prepaid.



THE ROTOSPEED COMPANY

532 West 5th Street

Dayton, Ohio

Dealers write for our exclusive Agency and details of our most up-to-date co-operative selling service.

Rotospeed Stencil Duplicator

Are You Acquainted With

The "2 in 1 CLEMCO"
Desk Top in Use; Machine at Hand

A CLEMCO DESK
THE CLEMETSEN CO
CHICAGO, U.S.A.

Trade-Mark.

SUPERIOR TYPEWRITER DESKS?

Send or complete illustrated catalog of our entire line.

The "2 in 1 CLEMCO"
Machine in Use; Desk Top Free

THE CLEMETSEN CO. 2608 Flournoy Street CHICAGO, ILL., U. S. A.

SERVICE ON EXPORT SHIPMENTS.

By E. C. Hirschfield, Export Mgr., American Ribbon & Carbon Co., Rochester, N. Y., U. S. A.

TOO much can not be said of service on export orders. Every year American manufacturers spend thousands of dollars to further their export business. The money is spent in many ways; some

E. C. HIRSCHFIELD, American Ribbon & Carbon Company, Rochester.

for advertising; a part goes to pay a portion of the expenses of a foreign traveler, who is taking with him a hundred or two hundred different lines; a large proportion of the money is paid for postage on badly written and (to the foreign buyer) unreadable circulars and letters sent to foreign markets.

Almost everyone attempting to secure a foothold in foreign fields receives inquiries in the different foreign languages. In many cases the letters received in foreign languages are of no use, because they are never translated.

It is expected that the foreign buyer needs the goods and if he does not receive a reply to his Spanish written letter he will go to the trouble and expense of securing the services of some one in this country who can write English and make his wants known to the American manufacturer. This is not so. If we wait for it to happen we will have to wait a long time. There are others who will go to the expense of having foreign letters translated, so that it will not be necessary for the buyer to write in any other than his own language.

If we receive a foreign letter, let it be translated by some one who is capable. If it is worthy of reply, let the reply be in the language of the letter received.

Many foreign houses are owned by Americans, but the different departments are in the hands of natives who cannot read or write any but their own language.

So much has been said at different times of the evils of short postage on letters and printed matter, that we need not repeat. We cannot be too careful in this respect. Many sales have been lost to the American manufacturer because he did not have the time to see that proper postage was placed on all foreign matter.

Taking it for granted that the foreign buyer does need our goods, what generally happens to his order after it is received? Because he does not write or wire us each day for shipment, it is set aside from week to week, until it is six or eight months old; or it is set aside to work on and complete when times are slack in the States.

Another great error is that many American manufacturers figure what is good for the trade in this country ought to be good enough for foreign fields. This is a serious mistake. It is not understood that the market abroad is different and must be handled differently. If we intend to do business with our neighbor we must do business with him in his own way. If he is responsible, and there are lots of good responsible houses abroad, is he not entitled to this consideration? If you do not work his way, you will have no business from him. It is not so hard. Every manufacturer makes special arrangements with his good customers.

Until we understand that the goods must please the man who pays for them, no matter what we may think of them, just until then we will struggle along trying to increase our export trade and will get only negative results.

Some of the orders received from abroad might be made a little clearer; samples of goods in use, whenever possible, might be sent with the inquiry or order, so that the American manufacturer might be better able to judge what would be best to ship to serve the purpose of the customer. Details of packing and shipping might be added. It would be of benefit to both the buyer and the shipper.

From interviews with men who make export their business, we believe that the foreign buyer and the American manufacturer are each day becoming better acquainted with conditions that exist in their respective countries.

NEW REMINGTON EMPLOYMENT MANAGER IN CHICAGO.

Miss Zook, who has had charge of the Remington Typewriter employment department for stenographers in Chicago for some years past, was married recently and resigned her position.

It is now announced that her successor is Mrs. Jeanette R. Shirra, a woman of unusual ability, who brings a splendid experience to her new duties for the Remington in Chicago.

From 1901 to 1908, Mrs. Shirra was a teacher in the Barracks Institute, and then spent four years gaining practical experience in typewriter employment service. She has for her first assistants Miss Mary B. Hayes, who entered the Remington service at the same time as Mrs. Shirra, and Miss Mabel Lang, who completes the staff in the Chicago Remington Employment Department.

This Remington Employment Department is now splendidly organized, and is starting out to make a new record for itself in the filling of stenographic positions in and about Chicago.

MRS. J. R. SHIRRA,
New Manager of the Remington Employment Department at the Chicago Branch Office.

OFFICE EQUIPMENT MARKET FOR CHICAGO.

In this issue is a two-page advertisement announcing the opening of a market for office equipment. The idea is akin to that of the Office Equipment Bourse in New York. The Chicago market will open on January 1 on the sixteenth floor of the Commercial National Bank building and will be under the management of Earle Schultz, room 1127, same building.

The floor of this new market will be laid out in booths similar to the arrangement at a business show, and competent demonstrators will be on hand at all times to demonstrate the various machines and devices shown.

BUSINESS SHOW AT HARTFORD.

The Annual Business Show Company of Hartford will hold a business exposition at the Park Casino, Hartford, Conn., January 26 to 28, inclusive.

This company has no connection with the Annual Business Show Company which puts on the big business shows at New York, Chicago and Boston.

A satisfied customer is the best argument you can offer to secure another

This $35 American Adder

Does the Same Work as $150 Machines

Prove It By A 10-Day Test

Here is an Adder at $35 which over 10,000 offices have adopted in the past few months.

It is the latest machine, built by men who know. Anyone can operate it. Its success has become a sensation.

We ask you to prove, by a ten-day free test, what this machine can do.

This machine adds, subtracts and multiplies. Its action is infallible. No expert is needed. Even a child can soon learn to compute on it a hundred figures a minute.

It is portable. One can place it close to his books and papers. One can have it on his desk. Each clerk, in a large office, may have his own adder.

It is so simple, so cheap, that it brings this help to thousands of offices where costly and complicated machines were impossible.

Seven keys here do the work of the many heretofore employed.

Before the addition, each complete copied number stands out on the key-board to be checked back at a glance.

The machine is full-size and competent. It is based on vast experience. It is built by one of America's largest metal workers.

The machine is right, and any office, small or large, should put it to the test.

The Machine You Waited For

There are countless offices, stores and factories which have waited for such a machine. The demand has broken all the records of the line.

Within four months of the first announcement over 10,000 offices adopted this American Adder.

There are a million men who need it. Any man who adds figures owes to himself this help. He can make the machine pay for itself over and over in saving mistakes and time.

We ask these men to test it. There is no obligation. Let the machine show you what it can do, then decide for yourself about it.

1,000 Dealers Offer This Test

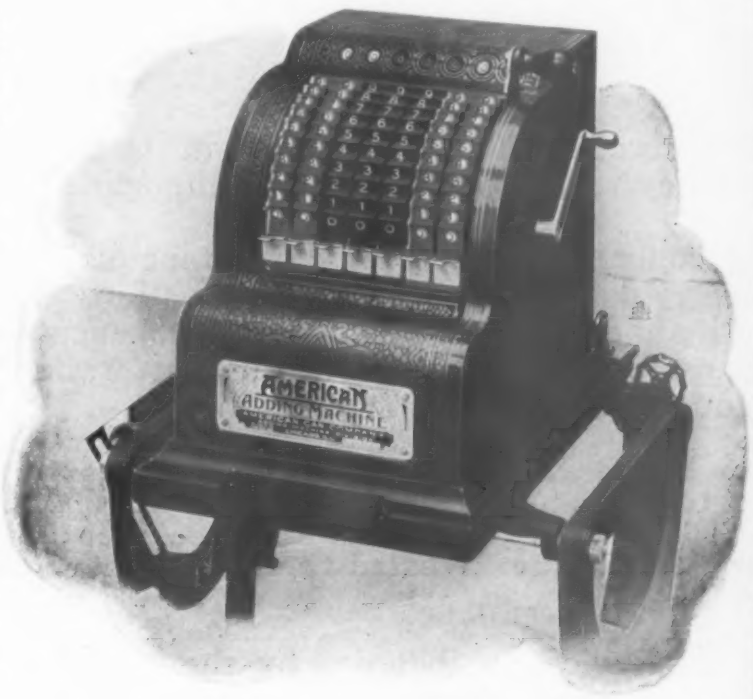
We have dealers in nearly 1,000 cities. Send us this coupon and we will have a machine brought to your office to try.

It will be left ten days. At the end of that time we will take it away if you can get along without it.

See how quickly it adds. See how it checks against errors. See how easily anyone can use it.

This involves no cost to you, no obligation. If you decide against it, we will still thank you for the test.

Mail us this coupon and let the machine show you how much you need it.

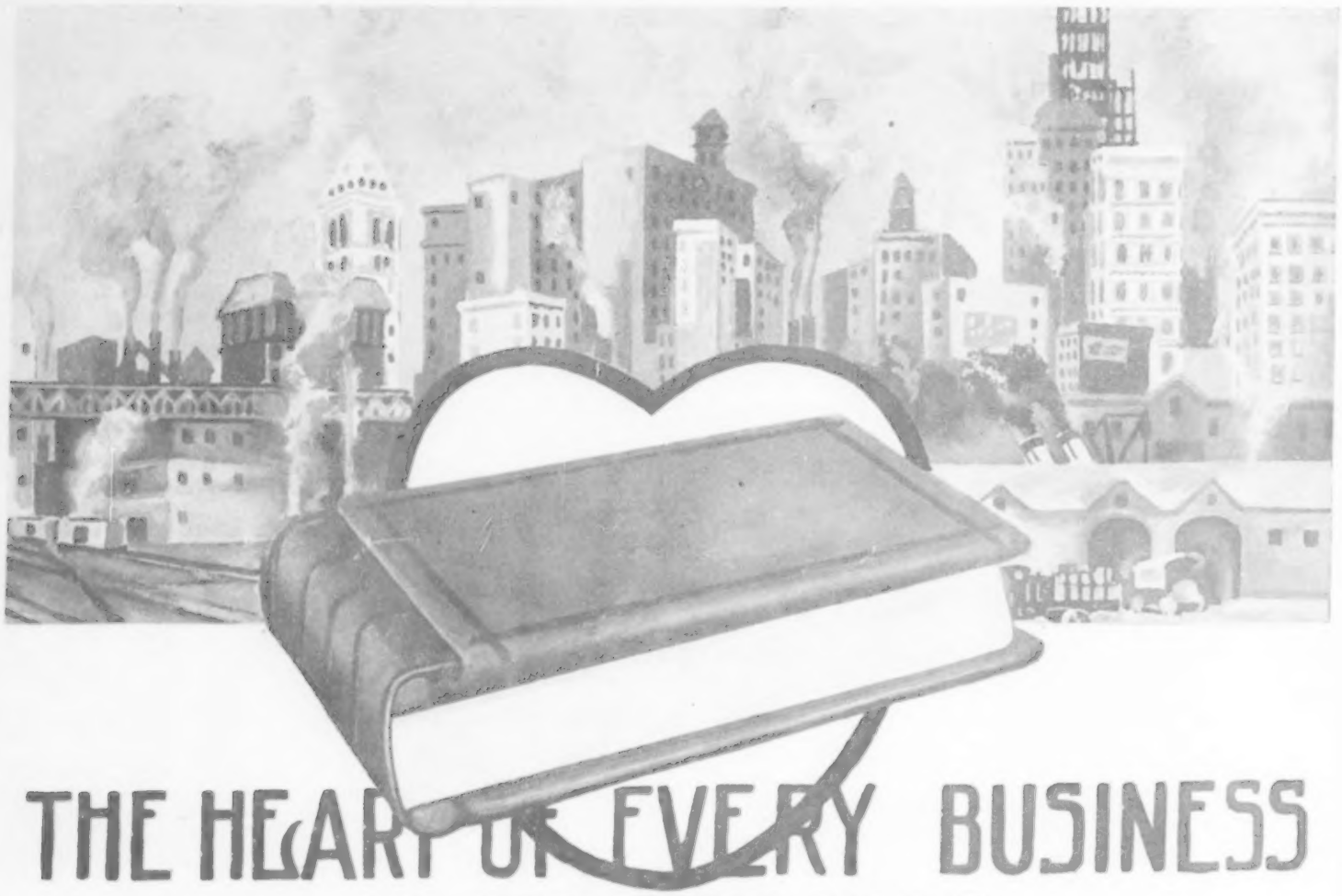


Size 8½ inches square. Weight, 17 pounds.

AMERICAN CAN COMPANY
1226 Monroe Building. CHICAGO, ILL.
☐ Send one American Adder on ten days' free trial.
☐ Simply Send Your Book.

American Can Company, (Adding Machine Division) 1226 Monroe Bldg., **Chicago**

Eastern Sales Dept., 456 West 14th Street, New York



THE HEART OF EVERY BUSINESS IS ITS RECORDS

The condition of these records and their utility, form the most easily read condition of the entire business. They reflect the personality, the spirit and the policies of its management.

The most successful concerns today apply those principles and policies that have made them a success to every department in their organization. You will find that their records are models of utility and that their accounting departments are operating at the highest efficiency—getting the greatest results with the least waste of time and energy—with the aid of Kalamazoo Loose Leaf Equipment.

Kalamazoo Loose Leaf Equipment is the most efficient accounting equipment that money can buy. It is also the most Economical, giving you more Service and Satisfaction for each dollar invested than any other loose leaf equipment.

Kalamazoo Loose Leaf Devices are handled by the best dealers in the country. Write us for information as to open territories.

KALAMAZOO LOOSE LEAF BINDER CO. **KALAMAZOO MICHIGAN**

SHORTHAND VS. DICTATING MACHINE.

By Ernest A. Hoare, London, England.

The commercial world has become so reconciled to the fact that shorthand and typewriting are twin arts that it will be surprising to many to find they are slowly but surely being separated. One does not doubt the old saying "Two's company; three's none," so that it seems certain that with the growth of the dictating machine, shorthand will in time be considered as the third party. The question, therefore, arises "Will the dictating machine supersede shorthand?"

But a few months ago managers could be seen dictating to their stenographers—wasting a considerable amount of the latter's time through interruptions from other employes, travelers, etc.

Today we find many of the largest business houses using dictating machines and the typist either typing her letters off the records or making herself useful in filing, etc., whilst the manager is left to deal with whom ever may call or dictate each letter as it is opened without any waste of time to the employes.

Although the dictating machine has met with approval from the managers, it is bound to run up against opposition. This comes from the stenographers. Why? Their only excuse is that they are likely to deteriorate in speed for want of practice. Have they thought of the advantages? No! What are they? High speed in shorthand not being required, all operators will have an equal chance of obtaining first class positions which are now only open to those capable of writing 140-200 words a minute. Secondly, after a letter is typed it can be more easily checked word for word by running off the record at a high speed whilst the typist looks at her copy. Errors in typing can be detected quicker and same altered without having to be pointed out by the manager, as often is the case.

Again, a dictating machine operator will very largely add to her usefulness by production of about 50 per cent more work than she could accomplish with shorthand, owing to the time wasted in taking notes, This, therefore, puts on one side the erroneous idea that dictating machine operators are not so valuable as stenographers, when in fact the reverse is the case.

A little consideration on the subject will convince operators that there are other advantages, among which is the present fear of meeting uncommon or technical words—the shorthand equivalent for which sometimes puzzles even the best stenographers.

The kind of a man one of our gritty ex-presidents says he likes is he "who does not shrink back from temporary defeat in life, but who comes up again and again and wrestles triumph from defeat."

PROGRESSIVE TYPEWRITER COMPANY.

The Visigraph typewriter, made by the Visigraph Typewriter Company of New York, while a comparatively new machine, has made good progress. In speaking of the machine and the work of his company not long ago, Mr. Spiro, the inventor of the Visigraph, said:

"Thirty years' experience in designing and manufacturing typewriters has taught me that the public is the best judge of its own requirements. I have watched the work of other designers and the reception accorded their product, and have found that the daily use of a typewriter during long periods enables the operator to determine what the qualifications of a good machine should be. I am convinced that, although operators have not become mechanics, they nevertheless exercise more care and discrimination in selecting typewriters than ever before, and inquire into

THE VISIGRAPH TYPEWRITER.

the methods and materials of its construction to determine its durability and the readiness with which it will respond to good work.

"Operators demand that machines shall be correct in construction and in the adaptation of mechanical principles to the end in view. Because of the greater care and intelligence exercised by the buying public, advertisements of typewriters in general terms no longer attract except as they may stimulate curiosity and a desire to investigate the merits of the machine advertised. The number of machines on the market and the rivalry between them has stimulated the habit of inquiry and investigation and has brought competition up to a plane of merit—of the actual performance of machines for given purposes. For my part, I have submitted the Visigraph for public approval, and its general acceptance encourages me to maintain and to increase its efficiency to the best of my ability.

Features of the Visigraph Machine.

"The Visigraph has seven interchangeable carriages, but, on account of the extension of the typewriter into new fields of usefulness, this number will be increased.

"The equipment for producing different styles of type for the Visigraph machine has been considerably increased, so that Visigraph faces now include every modern style of typewriter type, with several new and pleasing outlines. This type equipment includes every modern language the alphabet of which lends itself to reproduction upon the typewriter, as well as a number of ancient tongues. Additions are constantly being made to this department of the work.

"The Visigraph Typewriter Company has added the most modern metal-testing instruments and devices in its factory. Type-bars are drop-forged under a pressure of many tons, and though slender in body, are remarkably strong.

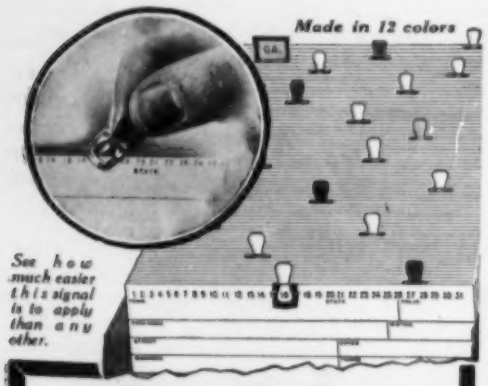
"The machining of the type-bar pivots and brackets has been developed to a state of high efficiency, as is shown by the remarkable durability of this important part of the typewriter mechanism. In general, the machining of all the parts that enter into the manufacture of the Visigraph typewriter has been developed and refined by new and improved tools and appliances, and the careful system of checks and inspections employed, the accurate manufacturing processes and the expert workmanship result in a machine of great accuracy, efficiency and pleasing finish and performance.

"The company's hardening plant has likewise been greatly developed. It includes the latest machinery and processes for this work, and the grinding equipment has been increased by the installation of special tools and appliances, so that the important parts of the Visigraph machine are now hardened and ground where before they were merely machined.

"The Visigraph has thus made marked progress and, judged by modern standards, is a highly durable and efficient machine. The company is progressive and purposes to work steadily toward greater efficiency and still better quality as time and invention shall discover in what manner improvements can be made."

THE DEMAND FOR SPANISH STENOGRAPHERS.

The value of a knowledge of Spanish and especially of Spanish stenography has again been forcibly emphasized by the announcement that the New York Evening High School for Men will establish a course in Spanish shorthand and Spanish commercial correspondence. The system of stenography to be used is the Isaac Pitman. To men who speak Spanish this will offer an excellent opportunity to acquire a thorough knowledge of these subjects providing a most valuable commercial asset. To the employer it means a reliable source from which to secure the services of men fully qualified to fulfill the requirements for a Spanish correspondent. The demand for good Spanish stenagrophers is greater than the supply, and with the opening of the Panama Canal and the consequent growth in trade between the United States and the Latin-American republics, this demand will increase materially.



Will You Try Out
VISE SIGNALS

And see for yourself how they give you the data you want at a glance and put life in your index records in a hundred ways. They promote efficiency, insure accuracy, simplify detail. They will help you follow up inquiries classify customers and accounts, trace work through different departments, check orders, indicate shipping dates, etc.

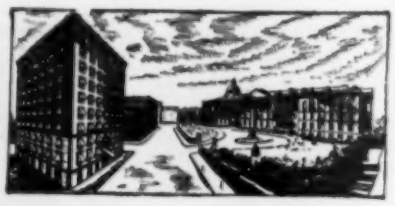
If We Send You Samples Free?

Vise Signals lead all others because the curled lip makes them easy to apply *anywhere* in an instant. They hide no data on the card,—grip like a vise, but will not catch adjoining cards. Beautifully enameled in twelve colors by a special process, they last forever, yet actually cost less than others.
Write us for samples and test them out.

GEORGE B. GRAFF COMPANY
294 Washington St., Boston, Mass.

The Herkimer
GRAND RAPIDS MICH.
European Plan
Courteous Treatment
Everything Right
$1.00 up—detached bath
$1.50 up—private bath
Excellent Restaurant Correct Service
Moderate Prices
HOTEL HERKIMER
GRAND RAPIDS, MICH.
Maximum Comfort at Minimum Cost

Commonwealth Hotel
(INCORPORATED)
Opposite State House
BOSTON, MASS.



Offers rooms with hot and cold water for $1.00 per day and up which includes free use of public shower baths.

Nothing to Equal This in New England

Rooms with private baths for $1.50 per day and up; suites of two rooms and bath for $4.00 per day and up.

ABSOLUTELY FIRE PROOF

Strictly a Temperance Hotel
Send for Booklet

STORER F. CRAFTS, Gen. Manager

PASSED AWAY DURING MONTH

COL. J. H. PATTERSON.

Father of the Founder of Office Appliances Passes Away at Canadian Home.

In the person of Col. Joseph H. Patterson, of 293 Echo Drive, Ottawa, Canada, there passed away on Saturday evening, November 22, at a local hospital, one of the best known citizens of Ottawa and one who was indeed a national figure in military matters. Colonel Patterson had been enjoying good health until about a week before his death, when he was affected by an attack of heart failure. On the following Friday he was removed to an Ottawa hospital, and there expired at 6:15 o'clock Saturday evening. His brother, Robert Patterson, was with him when he passed away.

Colonel Patterson was the father of the late George H. Patterson, the founder of Office Appliances.

The late colonel had served in three campaigns in connection with Fenian raids in 1865, 1866 and 1870. In the first year he went to the frontier in western Ontario, and in '66 and '70 to Cornwall with the Ottawa Garrison Artillery as an officer. For his services in connection with the Fenian raids he received a medal, and later a long service medal. A few years ago he gained prominence by organizing the veterans of the Fenian raids and pressing the claims for recognition of their services by the government.

Within the last few months he was created an honorary colonel by the minister of militia, the Hon. Col. Sam Hughes, as a mark of distinction for his work on behalf of the veterans of the Fenian raids.

Colonel Patterson was born in Ottawa sixty-six years ago, but when quite a young man went to the United States, and for twenty-five years lived in New York, where he was engaged in business. About ten years ago he returned to his native city, and some six or seven years ago started a boat storage house on the east side of the Rideau canal, opposite his late residence. His business venture proved very successful, and today it ranks as one of the foremost motor boat building and storage houses for motor boats in Ottawa.

Besides his brother, Robert Patterson, two sisters and two sons survive, also two grandsons, Allan L. Patterson and George H. Patterson. The sisters are Mrs. Dennis Murphy and Mrs. W. H. Baldwin. His sons are T. Sumner Patterson of Philadelphia and Joseph E. Patterson of Boston.

Colonel Patterson's funeral was held from his late residence at 2:30 p. m. Wednesday, November 25. The Fenian raid veterans attended in a body and marched with the remains to Beechwood cemetery.

Hugo E. Knoth.

The untimely death of Hugo E. Knoth of Chicago on November 12 causes profound sorrow among a large circle of friends. Mr. Knoth was one of the well known men in the Chicago stationery trade, where he was prominent in all matters pertaining to organization work. He took an active part in the preliminary work of organizing the National Association of Stationers and Manufacturers in Chicago ten years ago, and always maintained a keen interest in the progress of that organization. He was interested in the work of the Chicago Stationers' Association. It was his habit to attend its meetings, and for years no annual banquet of the organization has taken place without the genial presence of Hugo Knoth. In the social affairs, outings, etc., gotten up by members of the trade for their friends in the business, Mr. Knoth was always a leader and a worker. He organized the Boost Club some years ago among a number of local men prominent in the trade, and in every way in his power promoted the spirit of fraternalism and good will among the Chicago stationery trade.

Mr. Knoth was born in Milwaukee about forty-three years ago. Here he received his education and before coming to Chicago he spent some time in the service of the H. H. West Company, where he obtained a comprehensive knowledge of the stationery business. In April, 1901, Mr. Knoth took a position with S. D. Childs & Co. of Chicago, with whom he remained until his death, handling bank work and managing the company's blank book department.

The cause of Mr. Knoth's death was said to be cancer of the stomach. The funeral was held from his late residence in Norwood Park, under the auspices of the Masonic fraternity on November 15, a commandery escort, with the family of the deceased attending the remains to the Union cemetery in Milwaukee.

Besides his wife, three children, a son and two daughters, survive.

Frank J. Tanner.

The typewriter fraternity was shocked to hear that Frank J. Tanner of Groton, N. Y., was killed on November 15th by a subway train in New York. Mr. Tanner met death instantly when he was struck by a subway express at Seventy-second street. No one witnessed the accident, but it is thought he was struck as he leaned over the edge of the platform.

F. J. Tanner was well known in Syracuse, where he was born about fifty years ago. When the Crandall Typewriter Company removed its plant to Groton in 1886 Mr. Tanner went with the firm, but later returned to Syracuse and became interested in the making of the Monarch. At the world's fair in St. Louis he had charge of the booth of the Monarch, which was not then on the market. After the fair he returned to Syracuse and was in charge of

the sales department there. During the last few years he had been a contractor and promoter, making his home in Groton. He went to New York the latter part of October to develop a project which he had under way.

Mr. Tanner's many friends in Syracuse extend their sympathy to his mother, widow and daughter, who is a student at Smith College.

Richard M. Gano, Jr.

Typewriter men will be shocked to learn of the death of Richard M. Gano, Jr., the eighteen-year-old son of R. M. Gano of the Victor Typewriter Company. Young Gano died of accidental asphyxiation in Brooklyn on Oct. 28. The remains were brought to Chicago by his parents and interred at Graceland cemetery.

Profound and heartfelt sympathy is extended to Mr. and Mrs. Gano over the loss of a son who gave splendid promise of a fine and useful life.

RED CROSS CHRISTMAS SEALS.

The Red Cross Christmas seal is again with us. It reminds us that the season of good will is at hand, when each of us should do something towards relieving some of the sorrow and suffering in the world.

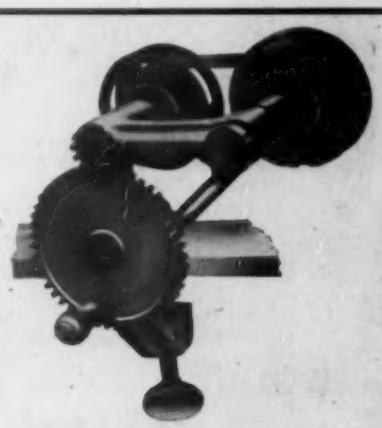
THE RED CROSS CHRISTMAS SEAL.

The Chicago Tuberculosis Institute, which derives its main support from the annual sale of Red Cross seals, has done and is doing valuable work in Chicago and throughout the state. Through its efforts many of the large employers of labor have instituted systems of medical inspection in their stores, offices and factories.

That tuberculosis can be cured, if given the proper treatment in time, is no longer a matter of dispute. Sufferers need not seek a change in climate, which is financially impossible for many.

You are invited to help the cause by the liberal use of Red Cross seals on letters and packages during the holiday season. They are on sale in department and drug stores, or orders may be sent direct to the Chicago Tuberculosis Institute, Otis building, Chicago.

The Grady Typewriter Ribbon Rewinder



enables the dealer to cut his investment in ribbons about one-half—and yet—be in position to fill every order even more promptly than ever before.

The only difference between your stock of ½" Remington ribbons and ½" Smith ribbons (of the same grade and color) is the spool on which they are wound!!

If you *have* Remington but *no* Smith ribbons in stock, all you have to do *to get* a Smith ribbon (in ten seconds time) is to use the Grady Rewinder, winding the Remington *ribbon* on to an empty *Smith* spool!! The same rule applies to your entire stock of ribbons.

It is a simple operation—done in ten seconds—and if you have no extra spool we'll furnish them at 40c per doz.; you only need a few.

Price—$3.50—Delivered, Check with Order in All Cases

They Fit All Typewriters
Grady's Vacuum Typewriter Cushions

That the Grady Vacuum Cushion is the best Shock Absorber ever produced is best proven by the imitations offered the public. *The United States Patent Office has recognized our originality, priority and superiority and has allowed our claims*—thus protecting us against unscrupulous infringers and imitators.

Put in a Trial Order for Grady Cushions—the real shock absorbers—they will make friends as well as money for you.

Prices remain the same—see page 27 of No. 8 price list.

TYPEWRITER SUNDRIES CO.
J. E. GRADY, President
38 S. State Street Chicago, Illinois

Are You Selling
CARTER'S
Ideal Ribbons and Carbon Papers

"A bit better than the best of the rest"

Made of the best selected materials obtainable.
Every detail of manufacture closely watched, and the finished product exhaustively tested.

Result:—
Uniform satisfaction to users.
Increased profit to dealers.

THE CARTER'S INK CO., Boston New York Chicago

SOMETHING NEW
Letter Carbon Disc
A paper Disc, gummed on both sides, for attaching Letter to Carbon answer. Doubles the capacity of your letter file over use of wire clips—50c per 1,000—10,000, $4.00, both prepaid.

CLINCH PAPER CLIPS
1,000, 30c—5,000, $1.25—10,000, $2.25.
All above prepaid.
F. O. B. Buffalo, N. Y.—25,000 Clips to box—25,000, $2.50—50,000, $4.75—100,000, $8.50—500,000, $37.50. Also put up 250—500—1,000 Clips to box for the trade. Ask for prices.

THE CLINCH CLIP CO., 196 Seneca Street, BUFFALO. N. Y.

SIMONSON

Patented Metal Tip Guides, for vertical letter files, card systems, and check files.

"INDESTRUCTIBLE"

FREE

Samples will be sent on request.

Discounts to dealers.

R. A. SIMONSON & CO.

152 MICHIGAN AVE.,

CHICAGO, ILL.

Booth FELT MATS

mean substantial economy in typewriters, adding machines and other office appliances, including office furniture. They deaden noise, eliminate destructive vibration, protect furniture from scratches, facilitate moving of machines on the desks.

Dealers: These mats are especially adapted to the office supply trade. Write us at once for further information.

N. E. BOOTH

644 PACIFIC STREET, BROOKLYN, N. Y.

ACCOUNT FOR EVERY LABOR MINUTE

Here is the one logical method of keeping an accurate account of when you receive and when you send out letters, orders, contracts, etc. It will avoid all disputes, as it records every minute of the day or night.

Follett's NEW MODEL Time Stamp

Absolutely automatic. requires no attention and is the only POSITIVELY ACCURATE register on the market.

Liberal proposition to live and responsible dealers and agents.

Write for Full Information

FOLLETT TIME RECORDING COMPANY

671 Hudson Street NEW YORK CITY

Western Office: 126 Russ Bldg., San Francisco, Cal.

A LEADER IN THE MANUFACTURING FIELD

Prominent Missourian Well Known to Office Equipment Men and Those Connected With Other Lines.

THE gentleman whose likeness forms the frontispiece of this issue of Office Appliances is well known throughout the United States as the head of the company which makes one of the most remarkable machines in the field of office appliances; and he is likewise well known by reason of his prominent connection with leading companies in other manufacturing industries.

J. C. Moon, the subject of this sketch, is president of the Moon-Hopkins Billing Machine Company, the Landis Machine Company and the Moon Brothers Carriage Company, all of St. Louis, and of the Mutual Wheel Company of Moline, Ill. He was born in Ohio about sixty years ago, and about thirty-five years ago he came to Barry, Ill., and engaged in the sale of buggies. These were not of his manufacture, but, being alert, aggressive and mechanical, in the course of a few years he developed a manufacturing business of his own at St. Louis. This business was the Moon Brothers Carriage Company, which was started about thirty years ago by Mr. Moon and his brother and is still a flourishing institution. At first the business was housed in a small factory building, but the rapid development of the demand for Moon buggies and carriages soon compelled the company to erect a much larger factory of their own. The business later on developed to such an extent that two more buildings were erected covering several acres, and, notwithstanding the advent and tremendous development of the automobile industry, the business of the Moon Brothers Carriage Company during 1913 maintained a volume within 10 per cent of what is was during the palmy days of buggies and family carriages. This is truly a remarkable record in the face of conditions which had to be met, and, even if it had to stand alone, is an achievement which proves the sagacity, cool judgment and sincerity of Mr. Moon and the quality of a product which will meet every test expected of it.

The Moon Brothers Carriage Company formed the basis of the Moon fortunes, enabling the head of this concern to employ his superabundant energies in other fields. The Landis Machine Company, makers of harness and shoe machinery, has been developed by Mr. Moon, since he assumed the management, into a very large business.

The development of the business of the Moon-Hopkins Billing Machine Company is a story of comparatively recent times, but the growth of this business illustrates the clarity of mind and sound business acumen of the company's head. The business of this company has been carefully built up from a local demand in St. Louis until the company now has branch offices in many of the principal cities of the United States, the sales of which form a total which taxes all the energies of a big factory establishment to care for it. The fame of the Moon-Hopkins Billing Machine has gone abroad and orders and inquiries have come from lands across the seas.

Mr. Moon is a master of detail and organization, and, notwithstanding his many interests, his industrious life and his three score years, he is still in active charge of all the companies in which he is interested, handling matters of policy and the details which come under his supervision with the energy and decision which have always characterized him.

J. C. Moon is one of the men who have added several stones to the structure of American commercial and industrial supremacy, and to him and others like him the Americans of the future will owe much of their prosperity and the eminent position their country holds in the affairs of the world.

LOVING CUP TO RETIRING FACTORY EMPLOYE.

Frank E. Knause, familiarly called "Pop" was the recipient last month of a large solid silver loving cup, given by his fellow employes of the Victor Typewriter Company, on the occasion of his retirement from a long period of active duty in the manufacture of typewriters.

The loving cup was 8½x8½ inches, and was engraved with the following inscription: "Presented to Mr. Frank E. Knause by his friends in the Victor Typewriter Co., as a token of their esteem. November Nineteenth, Nineteen Hundred and Thirteen."

George W. Campbell, general manager of the Victor Typewriter Company spoke at length about Mr. Knause's long and active service with the Victor Typewriter Company. He was followed by Mr. White, foreman of the assembling department, who feelingly made the presentation speech.

Mr. Knause's service in the construction of typewriters dates back to 1881, at which time he was connected with the old Caligraph Company. In 1894 he came to the Franklin Typewriter Company, which was later absorbed by the Victor Typewriter Company, with which company he remained ever since. His retirement is followed with regret, not only by his employes, but also by his many friends in the Victor Typewriter Company.

COL. AND MRS. SCARLETT TO VISIT NORWAY.

The following item of news from the Minot, N. D., "Democrat" of November 6 will interest office equipment men:

"Col. Scarlett is in receipt of a letter from Governor Hanna asking him and Mrs. Scarlett to accompany the governor and his family to Norway to be present on July 4th at Christiana, at which time the Scandinavian people of this state will present Norway with a statue of Abraham Lincoln. The Norwegian people of the state believe that the governor should make the presentation and he is arranging his affairs to leave the early part of June, to be absent about a month, the trip to include North Cape, the 'Land of the Midnight Sun.' Col. Scarlett has replied to the governor's letter saying that he would answer roll call and be fully prepared to carry the Eagles of the United States into the presence of Norway royalty. And no one can do this in a more dignified manner than can the gallant Col. Scarlett."

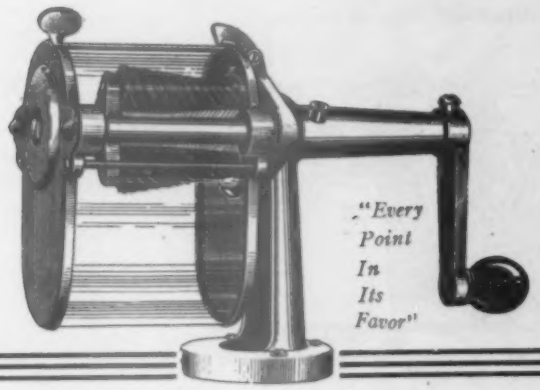
Col. Scarlett is one of the leading office appliances men of the Dakotas. He does a prosperous business throughout that section of the northwest, where he and Mrs. Scarlett are highly regarded.

BANQUET TO VICTOR MANAGER BARNES.

On the evening of November 18, P. H. Barnes, manager of the Victor Typewriter Company's Philadelphia sales office, was treated to a real surprise in the form of a testimonial banquet tendered to him at the Continental Hotel by his confreres. He was detained after hours on the pretext that important business was to be discussed, and his first intimation of the surprise was when he was ushered into the banquet room where thirty of the local force and G. W. Campbell, general manager, with W. H. Hulse, general sales manager, from the New York office, awaited him. The gentlemen from the New York office gave little talks as did Mr. Barnes and others. The dominant note of the speeches was the success of the Victor typewriter.

CUTTING CORRESPONDENCE COSTS

In a recent issue of one of the popular trade magazines the Remington Typewriter Company published what is believed to be the largest typewriter advertisement which has ever appeared in a magazine. The subject is "The High Cost of Stenographic Service." Eight pages of the magazine are used to show the different items of cost in getting out correspondence and how one may save money on each. The subject matter of the advertisement has been reprinted and to any of the readers of Office Appliances who are interested a copy of the article will be sent by the Remington Typewriter Company's home office, 325-331 Broadway, New York, N. Y.



Users' Confidence

Service alone established the complete confidence users have in the Boston.

This confidence is an ever increasing asset to the stationery trade.

With its new features, the

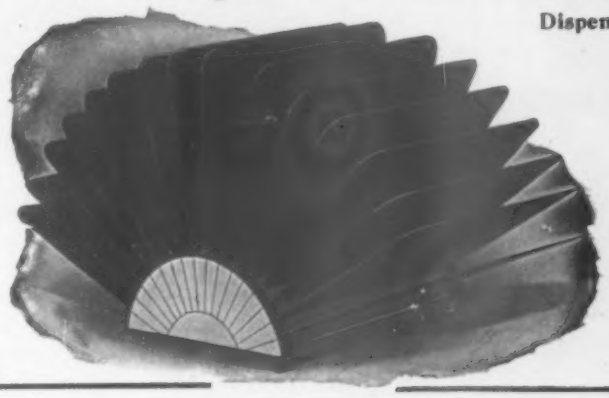
BOSTON
PENCIL POINTER
$6.50—RETAIL

merits co-operation and trade support in extending its sale throughout its immense field of usefulness.

There are no adjustments. It will properly sharpen every size and kind of pencil. It stops automatically when the pencil is properly pointed and may be attached to either horizontal or vertical surface.

BOSTON SPECIALTY CORPORATION
261 Broadway New York

Keen Competition Demands Modern Methods



Dispense with wire baskets and trays

The Bristow Radial Distributor

Serves the purpose of many—occupies about the space of one. Made in special sizes for special purposes. Affords all the advantages of **accurate, rapid** and **economical** distribution of papers. A combination of **facility** and **durability.**

Write for complete catalogue.

FREDERICK BRISTOW
East Orange New Jersey

How many highly paid men in your city are wasting precious time repeating to their stenographers what they have already dictated?

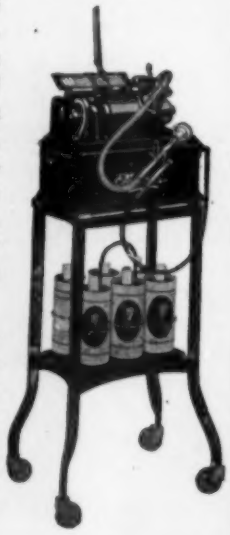
What time do these men finally get their mail to sign?

Every live business man is a live prospect for the correspondence system that will let him get much of his mail, ready for his signature, when he comes in from lunch — the rest in odd minutes through the afternoon. That system is voice-writing with

The EDISON DICTATING MACHINE

(Prevent substitution. Specify "Made by Edison")

Remind these men of the annoyance of interruptions, tell them that the rush and worry of getting out the mail at closing time is useless, explain the smooth running ease of the Edison —and talk reduced cost, for the Edison actually cuts the correspondence cost in half.



If you aren't familiar with the many arguments for this system, let us hear from you. You will find our dictating machine one of the best leaders that your line ever carried. Write us.

Thomas A. Edison, Incorporated.

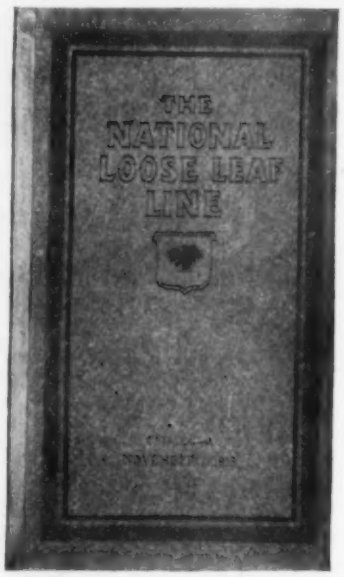
205 Lakeside Ave., Orange, N. J.

NATIONAL LOOSE LEAF CATALOGUE.

Although given the customary title of Catalogue, "Handy Reference Book of Everything Loose Leaf," would be a somewhat lengthy but more accurate name for this latest edition from the National Blank Book Company of Holyoke.

As stated in the clever little foreword, "The history of catalogue-making is a rather monotonous series of regrets and supplements," but this can hardly be true in this instance.

Notwithstanding its completeness, the



NEW LOOSE LEAF CATALOGUE OF NATIONAL BLANK BOOK CO.

book is not bulky! It is compact in form as well as in matter.

To set about getting the loose leaf productions of this firm into eighty-eight pages might well call forth regrets on the part of the unfortunate compiler, yet not only does it take in every form of loose leaf ledger and outfit, showing the separate sheets with the various rulings and indexes, but a number of accessories such as sectional post binders and ledger transfers, transfer binders, sheet holders and prong files.

To what extent the loose leaf idea has spread may be gauged by the list of loose leaf specialties included, which comprises memo books, salesmen's expense and route books, students' note books and flexible covered price books. These call forth more immediate interest from the retailer because of their ready and repeat sales.

Brevity, a necessity in wit, is no less the soul of catalogue making, but brief as are the descriptions in this catalogue, each contains the selling features of the particular book in such a way that a clever salesman can easily work it into his sales talk with telling effect.

Sticking closely to his purpose, the compiler of this book has left out no information necessary for the dealer to take full advantage of this complete line, for among other explicit directions for ordering, is the telegraph code of this firm.

When it is considered that all of this matter has been carefully tabulated under a "Table of Contents," it is averred that this catalogue is worthy the name of Reference Guide, and is one which no dealer in these goods can well afford to do without.

One of these catalogues may be had by sending to the National Book Company, Holyoke, Mass.

Clever Display Rack.

The Imperial Methods Company of Chicago are marketing what they term "the Imperial Display Rack," which is made in antique and quartered oak. It is of sanitary construction and has eight shelves. The outside dimensions are six feet high, three feet ten inches wide and fifteen inches deep.

It furnishes a convenient and practical way of displaying desk specialties, making selection easy for the customer.

A New Cabinet.

The Automatic File & Index Company of Green Bay, Wis., has perfected a new four-drawer cabinet with detachable ends. It is equipped with non-friction roller-bearing slide, opening at the lightest touch. It is made up with combinations and automatic drawer. The manufacturers claim that this drawer cabinet has greater convenient capacity than any other drawer cabinet on the market.

Dovetail Joints in Transfer Cabinets.

The advantages of the dovetail joint are well-known. It is this form of joint which the Brown-Morse Company is using so successfully in its new sectional transfer cases. We call attention to this particular feature of construction only as one of the elements contributory to the reputation of the Browne-Morse products which are built for service.

The Dovetail Joint as used in the Browne-Morse Transfer Cabinet.

A word about that Platen Business of yours

Do you believe you are supplying your customers with the most value they can get for their money? If you do, you must be selling Goodrich Platens.

You're not? Then your customers aren't getting all the money's worth you could give them, and still make your profit. Goodrich Platens lead the field. They are used on the majority of typewriters built. That shows you how typewriter manufacturers regard them. They are used by the leading high-grade repair houses all over the world. The repair people know good platens if anybody does. They are sold by hundreds of wide-awake dealers — dealers who are making their reputations on big values at fair prices.

If you want a perpetual lease on your platen trade, our advice is handle Goodrich

Goodrich Platens

For Typewriters and Adding Machines

We will gladly advise you where to obtain a stock

There is nothing in Goodrich Advertising that isn't in Goodrich Goods

The B. F. Goodrich Co.
AKRON, OHIO

Makers of Goodrich Tires and Everything That's Best in Rubber

Shelbyville Desks Are Good Desks. Ask Us Why!

No. 145

A New Typewriter Desk No. 145

A perfect flat top desk instantly converted to the most practical Typewriter desk on the market.

Center top rises level and the typewriter is thrown into the best working position with one easy motion. The entire top area is available at all times for use.

Made in selected quartered white oak and handsomely figured mahogany.

The counter-balance spring is entirely concealed and guaranteed for life.

A brand new catalogue of a brand new line of high class sanitary desks is ready for **Dealers Only.**

Shelbyville Desk Company
(Established 1890)
Shelbyville **Indiana**

Burroughs Adding Machines at the California State Fair.

BURROUGHS EXHIBIT AT CALIFORNIA FAIR.

On this page is shown a photograph of the display made by the Sacramento office of the Burroughs Adding Machine Company at the recent California State Fair.

The exhibit was most complete and included electric subtracting statement machines, non-listing calculating machines and a complete line of visible machines.

The exhibit was in charge of J. A. M. Sexton, sales manager of the Sacramento office of the Burroughs Company.

NEW YORK ASSOCIATION GROWS.

The November bulletin of the Stationers' Association of New York recently sent out to members and the press is an encouraging document. The Association continues to increase in size and grow in influence. The Publicity Committee points out with pride that resolutions adopted by the Association last March regarding price maintenance between manufacturers and dealers were embodied in the annual report of President Patterson of the National Association, and are reproduced in a pamphlet containing that portion of his address. This pamphlet will be sent to every Association member of the Chamber of Commerce of the United States.

At the November meeting of the Association, held on the 17th, there was an exhibition of lantern slides, illustrating store interiors from the collection made by Charles N. Bellman. The exhibition was given under the supervision of L. D. Bement of the Dennison Manufacturing Company.

A representative of the Edison Company gave a talk on store lighting, and Mortimer W. Byers gave a talk on the Income Tax Law.

The annual banquet will be held on Thursday evening, January 22nd, at Delmonico's at 7:00 o'clock. At this banquet the ladies will be welcome. It is well to announce here that reservations for seats at the New York banquet may be made by application to John Jay Tindale, Jr., Chairman, 40 John Street, New York.

POSTPONEMENT OF THE PRAGUE BUSINESS SHOW.

There was to have been held last fall in Prague, Bohemia, an exhibition of office furniture, office machines, and general office equipment. This business show has been postponed until next spring, although the date has not yet been definitely decided upon. The exposition will be held under the auspices of The Chamber of Commerce and Industry of the City of Prague and, it is planned, in the Palace of Industry at Stromovka Park.

The purpose of the exhibition is to give a systematic presentation of the progress which has been made in arranging and furnishing the office. The signs and literature used during the show will be in both German and Bohemian.

The efforts which are being put forth by the organizations and individuals who are interested should be productive of great benefits to the business men of Prague in general and the exhibitors and visitors in particular.

A TRIBUTE TO OUR FRIEND, JACOB EHRLICH.

In the current issue of the Royal Standard, the regular house publication of the Royal Typewriter Company, the editor pays the following well deserved tribute to a gentleman who, during his all too brief visits to this country, has endeared himself to a host of friends and well-wishers:

"Our good friend, Jacob Ehrlich, director of the firm of Joe Lesti, Nfg., Vienna, our Austrian agency, has favored us with his annual visit—an occasion we have learned to look forward to as an event no less important than the Christmas holiday season. Should Mr. Ehrlich fail to visit us each fall, the year would seem incomplete. It is always 'open house' at Royal headquarters when Mr. Ehrlich drops around with his 'Take-it-from-me' and 'I-get-you.' He is the European champion user of American slang. (And, would it be safe to say, European champion seller of Royals?)"

CASH REGISTER CONCERN IN NEW PLANT.

The American Cash Register Company, formerly at Columbus, Ohio, have practically completed the removal of their factory into a new plant at Saginaw, Mich. They will also remove their general offices to this point, and it is expected that the factory will be in operation before the first of December.

The company's new plant, which contains 50,000 square feet, is built of pressed brick, saw-tooth roof construction, and was erected especially for the American Cash Register Company.

Staff of Brancato & Wizenroth, sub-agents for Royal typewriter at Ribeirao Preto, Brazil, under the general agency of Gustavo Figure of Sao Paulo. The gentleman second from the left in the front row is Eduardo Dale; the members of the firm are sitting at either side of the table.

NO CHANGE IN MANAGEMENT OF KALAMAZOO COMPANY'S NEW YORK OFFICE.

The October Office Appliances contained an erroneous item to the effect that there had been a change in the management of the New York office of the Kalamazoo Loose-Leaf Binder Company. Mr. R. T. Poole has been for some time New York City manager for this company and continues in that capacity. In fact Mr. Poole is more actively engaged, if possible, than ever in directing the New York sales of the Kalamazoo Loose-Leaf Binder line, as just at present there is being conducted a very spirited sales contest between all the sales agencies and salesmen connected with the company.

NATIONAL BLANK BOOK COMPANY TO MAKE "BIG BEN" BINDERS.

As a quick, secure and permanent binder for catalogs, periodicals, etc., the "Big Ben" binder has been very well known for some time. Many of the leading publications use it for preserving their periodical issues.

Quite recently the National Blank Book Company manifested a lively interest in this live proposition, with the result that in future all "Big Ben" binders will be

A BIGELOW BENDER.

made in Holyoke at the National factory. The "Big Ben" line will be enlarged and a number of new devices added.

While the "Big Ben" binders will be made and sold by the National Blank Book Company, the Bigelow Binder Company will continue to sell to the trade through their own organization as heretofore. Both organizations will quote the same prices and discounts.

In order to introduce its goods, the Bigelow Binder Company originally sold largely to the consumers; but it is now proposed to sell to the trade exclusively, with the exception of the very large consumers that have already been established.

A new catalog of "Big Ben" Binders will be off the press soon, with an enlarged edition to follow after the first of the year.

So meritorious a proposition as the "Big Ben" binder, when backed by the powerful arm of the National Blank Book Company, is bound to attain an enormous sale.

Stationers who are not familiar with this line should write to the Bigelow Binder Company in New York City, or to the National Blank Book Company in Holyoke, Mass., for a catalogue of the line.

This message applies as much to you who should be *selling* the Dictaphone as it does to the man who will eventually *use* it

You will possibly have cause to thank us for calling your attention to the fact that a good many business men have been nearly misled by specious advertising into buying a "dictating machine" under the impression that they were buying the honest DICTAPHONE, the original and altogether most successful dictating machine.

It is easy to avoid a very costly mistake. See the *word* DICTAPHONE on the machine itself. No one else can use that name. It stands for the first and for many years the only dictating machine—the one, that is used by Armour & Co., Yale & Towne, and hundreds of other great houses.

If any salesman tries to sell you another dictating machine and refers to it as a "Dictaphone," you have a right to telephone for the police. He is a fraud.

It is a disagreeable subject and we don't like to talk about it, but the misuse of that word "Dictaphone" is becoming much too flagrant.

THE DICTAPHONE (REGISTERED)

Approved by the Underwriters

Box 112 Woolworth Building, New York

(Columbia Graphophone Company, Sole Distributors)

"Your Day's Work"—a book we should like to send you

We still have some agency territory open. Write for "Dictaphone Dollars"—a free book for prospective dealers.

THE DICTAPHONE

(REGISTERED)

Approved by the Underwriters

Box 104, Woolworth Building, New York

(Columbia Graphophone Company, Sole Distributors)

Official Dictating Machine of the Panama Pacific International Exposition.

BALDWIN IN NEW LINE.

George Baldwin, until recently president of the Rebuilt Typewriter Company of Chicago and a typewriter man for many years, is now general manager of the Universal Utilities Company of Illinois, 857 Rand-McNally building, Chicago. This company supplies the Automatic Spray Disinfector, a sanitary device.

This proposition is a specialty sold under conditions somewhat similar to those in the field with which Mr. Baldwin was so long familiar. Mr. Baldwin believes that there may be some men in the office appliances field who will be interested in this device as a selling proposition. He invites personal interviews and correspondence.

BUSINESS SHOW TO BE HELD IN BOSTON.

The Annual Business Show Company, of 150 Nassau street, New York, will hold a Business Efficiency Exposition in Boston from April 2-8, 1914, inclusive. This exposition will be held in the big Mechanics' building, which is an excellent structure for the purpose, although perhaps not quite so large as the Sixty-ninth Regiment Armory at New York, or the Coliseum at Chicago.

To hold a business show in Boston will be something new, and it is expected that the exposition will be second only to the big events in New York and Chicago.

The Mechanics' building has been arranged to meet demands both for small and large spaces. Everything necessary for the installation of exhibits will be provided, and include attractive uniform decorations, lighting, signs, etc. No extras will be charged except where power is required for motor driven machines. The exposition, according to the now settled policy of the Annual Business Show Company, will be devoted exclusively to business machines and devices; there will be no hawkers or fakers permitted on the premises.

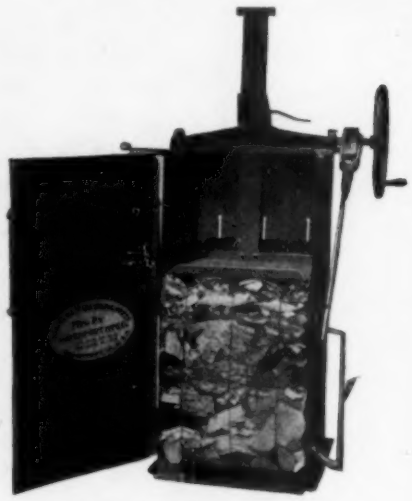
A full acount of this exposition will be given in the April number of Office Appliances.

L. D. BEMENT,
Director, National Association of Stationers and Manufacturers.

Saving Money on Waste Paper.

The accompanying illustration shows the Schick all-steel paper baler which has recently been adopted by the government of the United States. This machine is made by the Davenport Manufacturing Co., Davenport, Iowa.

One phase of business efficiency is the elimination of waste. There are today scores of commercial enterprises that are not realizing all the profit which might be gotten from their business because they are allowing hundreds of pounds of waste paper to be thrown away when it might be sold for cold cash.



THE SCHICK BALER.

The Davenport Manufacturing Company invites correspondence regarding this machine.

OPPORTUNITY FOR FURNITURE MAN.

An Argentine firm, with branch office in New York, requires the services of a competent office furniture salesman at Buenos Aires. Applicant must be not over forty years old and must understand card-filing systems and be able to suggest to clients the systems they should adopt for their business. Spanish speaking man is preferred, but others will be considered, providing they will learn Spanish. The position is an inside one, with a good salary, and is a fine opportunity for the right man.

Correspondence regarding the above offer if sent to Office Appliances will be promptly forwarded.

TWO BELATED PICTURES.

The two photographs here reproduced are likenesses of two men who are well known in the stationery field. Both were made directors of the National Association in October. Their photographs reached us too late for use in the November number.

LOOSE LEAF MAKERS' CLUB OF AMERICA.

At the regular monthly meeting held Wednesday, November 25th, in one of the dining rooms of the Hamilton Club, Chicago, H. N. Tolles, vice-president of the Sheldon School, was the guest.

After an excellent course luncheon, the regular order of business was suspended, by a unanimous vote, and Mr. Tolles was invited to address the club, which he did for about forty minutes, in a manner so pleasing and at the same time so forceful as to impress his hearers with the fact that his knowledge of his subject "The Fundamentals of Business Building," was much more than a theoretical knowledge.

It was the consensus of opinion that this talk had covered so many vital points, and had proved so helpful to the executive heads of the several firms represented as to demonstrate its value, or the value of a similar address to the heads of operating departments.

It was therefore decided to invite Mr. Tolles to address an assemblage which should include the sales departments and shop foremen of the various concerns having membership in the Loose Leaf Makers' Club, at an informal luncheon and smoker to be held within the next three or four weeks, notices of time and place to be sent out by the secretary.

The Loose Leaf Makers' Club will begin the New Year with an enthusiastic membership, which, it is hoped, will very shortly include all loose leaf concerns having the welfare of their business at heart and desiring to profit by a series of practical talks which will be given by men of experience and prestige and which will have to do with the improvement of shop conditions just as much as with conditions at the selling end.

F. H. MC CHESNEY,
Director, National Asosciation of Stationers and Manufacturers.

NORTHWESTERN AGENCY FOR ADDING MACHINE.

J. Scharman of the firm of J. Scharman & Co., Hoge building, Seattle, Wash., has just been appointed district sales manager for the Adding Machine Department of the American Can Company to cover the Pacific northwestern territory, including Oregon, Washington, British Columbia and Alaska. Mr. Scharman will look after the company's interests with its present dealers in that section and will establish new dealers where the territory is open.

Scharman is an old typewriter man. For three years he was with L. & M. Alexander and with the L. C. Smith & Bros. Typewriter Company for two years. He is thoroughly conversant with all the conditions on the Coast and has within himself the big, broad, progressive, energetic spirit of the West. One who met him in Chicago on his recent visit to that city was sure that Scharman had the Puget Sound fever in its radical form. He is a live man in every sense of the word, and his success as the general Northwestern agent of the American adding machine is a foregone conclusion.

J. SCHARMAN.

BUSINESS SHOW FOR TORONTO.

The second annual business show, to be held in Toronto, Canada, will take place in the New Arena on Mutual street, April 23 to 29, inclusive. The first event of the kind, which took place in Massey Hall last April, was so successful that the management has secured larger quarters for next year's exhibits.

The annual convention of the Retail Merchants' Association of Canada, will be held again in connection with the coming 1914 show.

The Toronto show is under the management of E. M. Wilcox, 62 Temperance street, Toronto, Canada.

THE COLUMBIA BUSINESS SHOW.

We show on another page some views of the business show which was held from October 7 to 10 inclusive, at Columbia, S. C. An account of the exposition and a list of the exhibits was given on page 50 of the November number of Office Appliances.

Victor Typewriter

THE Victor Typewriter does not belong to the prehistoric age of typewriter existence. It has no ancient traditions to keep up—no old-fashioned ideas of typewriter construction to cling to.

It is the best not because it is the machine of yesterday, but, rather, because it is the typewriter of today. It has improvements and exclusive features that are years ahead of every other typewriter. Its inch-wide pivot-bearing typebar was twelve years being perfected. The Victor Typewriter is operated at an economy of ribbon cost not possible in any other machine. This saving in ribbon cost on one typewriter is from $4.50 to $6.75 in one year alone —*an item that will appeal to any buyer.*

It has an in-built tabulator and billing device without extra cost. It has an interchangeable platen, a ball-bearing carriage, and a—but what is the use?

If your customer is not a typewriter expert, all he wants to know is that the Victor will turn out the cleanest work, make the clearest carbon copies, cut the most distinct mimeograph stencils and give the greatest satisfaction.

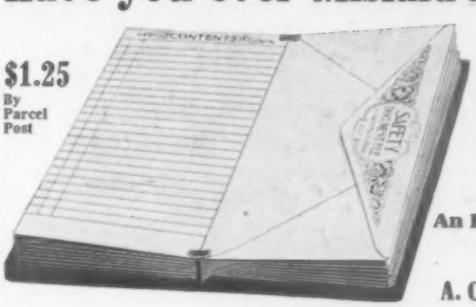
VICTOR TYPEWRITER COMPANY

812-814 Greenwich Street, New York City

European Office: International Bldg., Kingsway, W. C., London

Have you ever Mislaid a Valuable Paper???

$1.25
By Parcel Post



Keep your Notes, Mortgages, Ins. Policies and Valuable Papers in a Barler New Document File. It will last a lifetime and give satisfaction all the time.

Made of steel, covered with chase leather. Size closed 4¾x10¾ in., 18 strong manila pockets, 4½x10¾ in., with metal eyelets. Cord allows expansion and holds securely.

Guaranteed Satisfactory or Money Refunded.

An Ideal Christmas and New Year's Gift

Delivered anywhere with your card on receipt of $1.25.

A. C. Barler Mfg. Co., 59 W. Lake St., Chicago

REVIEW OF THE YEAR'S NEW DEVICES

Tabloid Descriptions of Office Devices Brought Out During the Year, Classified for the Sake of Convenience.

ADDING AND CALCULATING MACHINES.

AMERICAN CAN COMPANY, Maywood, Ill., Adding Machine Division.—The "American" adding machine, with a capacity of 10,000,000, weighing 13½ pounds. Has error-correcting device and can be locked when operator is called away. Keys move upward and remain in position until released by pull of actuating lever. January, page 104.

BARRETT ADDING MACHINE COMPANY, Bulletin building, Philadelphia, Pa.—The "Mezzanine" Attachment. A keyboard which works on run-ways above the regular keyboard. The "Mezzanine" attachment is said to make easy the solution of involved arithmetical operations. May, page 135.

BAUM & CO., MICHEL, Gundelindenstrausse 2, Munich, Bavaria.—Michel Baum Calculating Machine, a small, light machine which performs calculations by the turning of semicircular segments to the required numeral positions. August, page 72.

BELL, F. A., Mt. Washington, Ohio.—Bell's Duplex Calculator. Consists of four charts on rollers. The machine handles whole numbers, fractions and mixed numbers, and works a variety of complicated mathematical problems. September, page 80.

BURROUGHS ADDING MACHINE COMPANY, Detroit, Mich.—Surveyor's machine. Made for the survey department of the Egyptian government. Adds angles, degrees, etc. July, page 73.

ENSIGN MANUFACTURING COMPANY, Boston, Mass.—The Ensign Electrical Calculating Machine. Is automatic aside from the necessary key depression. It is stated that the machine multiplies, divides and subtracts with remarkable speed due to light key action and instantaneous operation. The result-meter and proof-meter are said to make errors preventable. December, 1912, page 51.

HUTTEN, JOSEPH H., 2-4 Stone street, New York, N. Y.—Hutten's Commercial Slide Rule. Multiplies, divides, solves proportion, figures selling prices, etc. September, page 91.

KNUDSEN & BOMMEN, Christiania, Norway.—The Additor. A Norwegian adding machine invented by A. Moe. Is operated by depressing keys which are released by a slight movement of handle. Amount appears on adding wheels through a row of small holes above the keyboard. Depression of the keys is said to be extremely light. December, 1912, page 51.

MEILICKE CALCULATOR COMPANY, Peoples' Gas building, Chicago, Ill.—The Meilicke Pay-Roll Model computes total time and total pay based on any rate of wages per week, per day, or per hour. October, page 56.

VOSS CALCULATOR COMPANY, 6 North Clark street, Chicago, Ill.—The In-a-Jiffy Calculator, when set for a certain wage scale, will automatically show wages for given time and only the required amount is shown. The machine is furnished to work on either an hourly or a weekly basis. September, page 80.

WHITE ADDING MACHINE COMPANY, New Haven, Conn.—The White Adding Machine. Its numeral keyboard contains nine banks of nine figures each. Keyboard may be either "locked" or set flexible by the use of a lever. The carriage is easily removed. Keyboard is readily attachable and allows the use of keyboards for various kinds of work. April, page 109.

The Commercial Adding Machine. Another White Adding Machine Company product, is of the nine-key type. Adds and substracts by the direct method. Its action is positive. Shows debits in black and credits in red. The keyboard is adapted to the touch system. Machine is either hand or electrically driven. April, page 109.

ADDING AND RECORDING STAMP.

FAGUER, L. M., 75 Rue de Rennes, Paris, France.—Universal adding stamp in which the number to be stamped is set in the machine by means of levers, one for units, another for tens, etc. The stamp automatically adds each new number, but may be made to repeat either two or three times while adding but once. Figures are printed in two colors. Will stamp dates and serial numbers in addition to figures to be added. April, page 104.

ADDRESSING MACHINE ACCESSORIES.

ADDRESSOGRAPH COMPANY, Chicago, Ill.—The Hand Graphotype. Weighs but little more than a typewriter. By the use of it an address may be formed on a metal plate almost as quickly as it can be written on paper with a typewriter. Changes, additions, etc., to one's mailing list can thus be made in the office by the use of this machine. December, 1912, page 54.

AUTOMATIC CONVEYING MACHINES.

LAMSON COMPANY, Boston, Mass.—Lamson Automatic Conveyor. By the pull of a lever delivers to various departments letters, tools and other small objects. Automatic return. Can be installed for horizontal or vertical operation, to turn corners, go through walls, etc. January, page 106.

BAG HOLDER.

OFFICE DEVICE COMPANY, 716 Chestnut street, Philadelphia, Pa.—The Sargent Bag-holder. A pipe-frame support, with a four-clasp holding device which will catch the bag at any four points along its opening. When the bag is filled a slight pressure drops it. May, page 132.

BALING PRESSES.

HANDY PRESS COMPANY, 335-341 South Ionia street, Grand Rapids, Mich.—The Handy Baling Press No. 1. For baling waste matter—paper, leather, rubber, tobacco, stems, rags, scrap metal, etc. Handsomely finished. Moderate in price. Is built of steel and is fireproof. Simple to operate. Front of press swings open when bale is pressed and wires are readily passed around bale. March, page 128.

BLANKS FOR BONDS AND CERTIFICATES.

KIHN BROTHERS, 99-101 Beekman street, New York, N. Y.—Have brought out during the year a number of new designs for bond and stock certificate blanks. These include the following numbers: BBCC, 1843, 1844, 1849-1854 inclusive, 1857, 1858, 2746, 5960, 6961 and 60. These designs are used in forms printed on Crane's bond paper from steel engraved plates, in a broad line suitable for overprinting from type or by lithography. Samples and prices on request.

BUNDLING MACHINES.

AUTOPRESS COMPANY, 290 Broadway, New York.—"Quick Bundler," a portable device for stacking and tying printed sheets in bundles. July, page 72.

HOLDEN, HENRY T., 55 Duane street, New York, N. Y.—Hand press which compresses material to be wrapped and yet allows the wrapper to be applied without removing the pressure. July, page 78.

CARBON PAPER AND CONTAINERS.

NEELY & PEACOCK COMPANY, Chicago, Ill.—Carbon Paper Box. Invented by A. Silver. Is calculated to facilitate getting carbon paper from the box. A tape attached to a sliding section at the further end of the box passes over the carbon paper and through a slit in the hinged end of the box. When it is desired to get a sheet of carbon paper one pulls the tape, drawing out a sliding cardboard platform which projects two or three inches from the box. A slight pressure is sufficient to return the rest of the carbon to the box. March, page 138.

STORMS COMPANY, H. M., 11-13 Vandewater street, New York, N. Y.—White-edge Efficiency. A new high-grade, light weight carbon paper. The distinctive feature is that uncarbonized strips ⅜ of an inch wide run lengthwise on the surface edge of the sheet, so that the paper fingers on the typewriter do not smut the carbon copy. The sheet is made one-half inch longer than the standard letter head, so that the carbon is easily removed. It is claimed that this carbon will not curl or "tree." February, page 80.

CHECK PROTECTORS.

PEERLESS CHECK PROTECTING COMPANY, Rochester, N. Y.—The Peerless Check Writer. Writes a word at a stroke. The letters are fixed in the paper by maceration and the use of indelible ink. May, page 138.

STERLING MANUFACTURING COMPANY, Old Orchard Beach, Maine.—The New Wizard Specialty. Designed to prevent check raising, counterfeiting, alterations in documents, tampering with correspondence, etc. December, 1912, page 56.

CLERICAL FORMS.

BROWN, W. B., Auditing Department, Michigan Central Railroad Company, Detroit, Mich.—Stenographic form on which are written by the dictator in blanks provided for the purpose, name, address, and any other information necessary. The amanuensis writes his notes on this sheet which is ruled, and notes, papers, and carbon copy of letter all go to the file together. February, page 57.

HOKE, R. H., general manager, Center-Shaft Penholder Company, Hanover, Pa.—Pay roll sheet. This sheet shows date of week ending, name of employe, number of hours, rate, deductions, wages paid, denominations and number of bills and coins, total wages. Said to be an accurate check on pay roll. February, page 56.

MERCHANTS' LITHOGRAPHING COMPANY, 171 South Clark street, Chicago, Ill.—"Ekonomik" Check System. The working parts include a check book which is without stubs and automatically opens flat; a half bound and stoutly made binder, including a pocket to receive tongue of register; and posts long enough for 100 checks. December, 1912, page 51.

COIN COUNTERS.

ABBOTT COIN COUNTER COMPANY, 107-109 William street, New York, N. Y.—The Abbott Coin Counter. Weighs eight pounds. Can be used on counting desk or table, or, when not in use, placed in drawer or hung on wall. Coins in sight of operator. Interchangeable device for denominations. Deposits coins in tubular container. Locks automatically each time required number of coins has been counted. January, page 111.

COPY HOLDERS.

STATIONERS' MANUFACTURING AND IMPORTING COMPANY, 41 Park Row, New York, N. Y.—The Day-Z Combination Kneeboard, Copy Holder and Note Book. A board which is slightly larger than the note book, has attached on its lower surface a folding bracket which supports the board when it is being used as a copy holder and folds out of the way when in use as a kneeboard. The note book is of the loose leaf type. January, page 116.

WEBER-KNAPP COMPANY, Jamestown, N. Y.—The Perfection Copyholder. Looks and works like a typewriter platen, having a paper holding device similar to the rubber rollers in a typewriter. Has a broad, solid base which prevents its tipping over. Works equally well with typewritten sheets or stenographic notes. January, page 132.

The Recent Sales Assembly of The Safe-Cabinet Company, at Marietta, Ohio.

WILLIAMS COMPANY, E. G., P. O. Box 557, Huntington, W. Va.—The Williams Automatic Copy Holder. Invented by Ernest G. Williams. Will accommodate any size copy from the ordinary letterhead to heavy books and ledgers of varying thicknesses. A metal indicator is automatically moved by even slightly depressing a lever. The indicator moves according to the standard typewriter spacing. The indicator may instantly be moved to any desired place on the copy. March, page 138.

DATER STAMP.

POST DATER-STAMP COMPANY, Richmond, Va.—The Post Dater-Stamp stamps not only the date but any autograph, some fixed wording and eight different expressions in daily commercial usage. A second is said to suffice to change from one combination to any other as the printing parts are detachable and interchangeable. October, page 68.

DESKS.

BROWNE-MORSE COMPANY, 107 McKinney avenue, Muskegon, Mich.—"The Desk with Brains." Is made up of from four to ten sections which may be chosen from a list of twenty-four interchangeable units. July, page 73.

The company has also brought out a Single Pedestal Flat Top Desk for use in sales departments where records must be close at hand for constant reference. Described on page 57 of the company's catalogue No. 1914.

MARYSVILLE CABINET COMPANY, Marysville, Ohio.—No. 9060. A double roll-top desk which is made in four sizes, oak or mahogany finish. July, page 105.

DESK ACCESSORIES.

BIGELOW BINDER COMPANY, 198-200 Canal street, Chicago.—The Bigelow Blotter and Supply Holder. A low container, the cover of which is a conventional blotter holder, under the blotter are provided compartments for stationery, postage, pencils, rubber bands, etc. September, page 91.

BROWNE-MORSE COMPANY, Muskegon, Mich.—The "Orderly" Desk Tray placed in the wide center drawer of one's desk provides a place for such supplies as clips, pins, rubber bands, etc.

GOODLINE MANUFACTURING COMPANY, Kent, Ohio.—Service Memorandum Desk Calender. Base of solid brass, mission style, brush finish. Provides a place in which one may place under a celluloid window a card bearing a name or other matter. May, page 132.

MARUI & CO., H., 621 Broadway, New York, N. Y.—A blotter which is attached to the person of the writer. May be fastened to either wrist or to any of the fingers of either hand. April, page 111.

McFADDIN & CO., H. G., 38 Warren street, New York, N. Y.—The "Emeralite" Desk Lamp and Inkwells. "Emeralite" lamp provides in its base places for two inkwells and on the shaft a pencilholder and calender. October, page 151.

NATIONAL DESK COMPANY, Herkimer, N. Y.—The Southwell Willman Business Driver is a filing system which provides for each day in the year a place to file notes of engagements and duties. The cabinet may be put into the ordinary roll-top desk. November, page 59.

PURITAS METAL MANUFACTURING COMPANY, 8 and 9 Great Pulteney street, Regent street, London W.—The "Puritas Hygienic Damper." An attractive metal holder for moistening gummed surfaces. Holds enough water for use from ten to fourteen days. July, page 74.

TATUM COMPANY, SAM'L C., Cincinnati, Ohio.—The Jumbo Gem Desk Calendar. Made to fill the demand for a desk calendar larger than the ordinary. The sheets of the "Jumbo Gem" measure 3¾ by 6 inches. September, page 86.

THAELE, WILHELM, Ubierring 51, Cologne, Germany.—Penwiper consisting of a roller which turns in an imitation cut glass case. The roller is made partly of discs of blotting paper and partly of chamois. June, page 74.

TOWER MANUFACTURING & NOVELTY CO., 326-330 Broadway, New York, N. Y.—The "Uptodate" Calendar. Is designed for men who want to be sure of their dates. A red line passes mechanically through the days which have gone by, thus assuring one of the correct date. The calendar is contained in a case which may be had finished in leather, quartered oak, or mahogany. December, 1913.

DICTATING MACHINE ACCESSORIES.

SCHALLDOSEN-UND SPRECHMASCHINENFABRIK PHOENIX, G. M. B. H., Dresden, Germany.—A dictating machine mouthpiece which is said to reproduce the human voice faithfully. The mouthpiece is quite broad. When not in use it may be swung back out of one's way. June, page 74.

DISPLAY DEVICES.

ILIFF & CO., JOHN W., 354 North Michigan avenue, Chicago, Ill.—Iliff Display Rack No. 5. A number of vertical units pivoted on an upright bar. On these display units may be fastened maps, pictures, or small articles of merchandise. June, page 72.

NEW JERSEY SCHOOL-CHURCH FURNITURE COMPANY, Trenton, N. J.—The Trenton Folding

A PLEASING APPEARANCE ATTRACTS

It is what appeals to you. The appearance creates the first impression. A Chair must be solid—well designed—well finished.

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OFFICES EVERYWHERE

Blackboard Cabinet, made in the form of a book. Used as a bulletin board. July, page 74.

The Trenton Display Cabinet, a book-form wall-cabinet which will hold for display purposes objects up to three-eighths of an inch in thickness. July, page 76.

The Educational Leaf Cabinet has in addition to upright rotary display boards a cabinet containing shelves or drawers. July, page 76.

DUPLICATING MACHINES, ETC.

DICK COMPANY, A. B., Chicago, Ill.—Nos. 77 and 78 Edison Rotary Mimeographs. In addition to improvements, have all the good features of the old machines, including automatic ink feed. The former model is equipped for hand feed only. The latter has automatic feed for sheets 9x16 inches and larger. A readily adjustable hand feed arrangement is provided for sheets smaller than standard letter-head. February, page 46.

The Dermatype Stencil Sheet is made of fibre and it is said that after it has been stenciled it may be rolled in a ball and tramped upon without injury. It is necessary only to wash the sheet, smooth it out, re-ink it and use. The manufacturers claim that instead of a few hundred copies at the most that could be made with the old wax stencil sheet, this new sheet will permit of one's making many thousands of copies from one sheet. February, page 46.

HEYER DUPLICATOR COMPANY, 118 North LaSalle street, Chicago, Ill.—"Excellograph" Duplicator Composition. Has the appearance of clay. The impression may be rubbed off with a sponge. Said to prevent curling of sheets. August, page 72.

Heyer's Wax Stencil Sheet from one of which it is claimed as many as 3,000 copies have been made. August, page 72.

Heyer's Refilling Composition for gelatine duplicators. November, page 64.

STRAWN, E. E., Buena Vista College, Storm Lake, Iowa.—The Omnigraph, a machine which it is said will print and cut from a roll of paper complete letters, including letterhead, body, and signature, each in a different color and also, if desired, part of the letter proper in one color and part in another. June, page 74.

ENVELOPE SEALING MACHINES.

BORGER MANUFACTURING COMPANY, 308 Sycamore street, Cincinnati, Ohio.—An improved model of the "Office Boy" Envelope Sealer, a compact, substantially built, hand-operated machine. October, page 154.

KETLER, W. H., Post Office Box 97, Camden, N. J.—Envelope Moistener and Sealer. A nickel-plated tube six inches long. One end is curved and open for the insertion of a small sponge. The water is contained in tube and moistens the envelope flap by means of the sponge. A small ebonized wood roller is used for sealing the envelope. The whole device weighs only two ounces and it is said the user soon becomes expert. February, page 125.

MAXWELL MANUFACTURING COMPANY, Cleveland, Ohio.—The Maxwell Envelope Sealer. Hand or electrically driven. Will, without adjustment, accommodate in any order, envelopes of varying types, shapes, sizes and thicknesses. Airtight reservoir prevents water from stagnating. Capacity 4,000 to 10,000 envelopes an hour. February, page 56.

NICHOLS, ROBERT E., Akron, Ohio.—The Nichols Automatic Multi-Mailing Machine, a power-driven sealing and stamping machine which will perform either one or both operations. It is about the size of a typewriter. June, page 76.

OFFICE APPLIANCE MANUFACTURING & NOVELTY COMPANY, Park building, Pittsburgh, Pa.—The "Novelty" Envelope Sealer. Invention of George M. A. Fecke. Is simple in construction and of moderate cost. Is said to seal any size of envelope with the flap either opened or closed. May, page 130.

PEERLESS MOISTENER COMPANY, 824 Claremont avenue, Chicago, Ill.—The Peerless Giant Moistener. The galvanized steel reservoir is seven inches in diameter and holds one quart of water. By means of a felt pad the water is fed through a perforated nickeled-brass disk. Particularly adapted to the sealing of large containers. May, page 137.

SAUNDERS & CO., Kansas City, Mo.—Saunders Electric Mailing Machine. Motor driven. A receiving and stacking tray with a capacity of several hundred envelopes, according to the size and contents of the envelopes, comes with each machine. May be equipped with a device which automatically counts and registers each envelope it seals. January, page 106. October, page 60.

STIMPTON COMPANY, G. E., Worcester, Mass.—The Roco Envelope Sealer. A simple device for sealing envelopes by hand. The envelope with the flap open is run across the top of the sealer running automatically into a slot where it is moistened and the envelope closed. A speed of 3,600 per hour may readily be attained. January, page 111.

ERASERS.

CUSHMAN & DENISON MANUFACTURING COMPANY, 242 West Twenty-third street, New York, N. Y.—Cado Ink Eraser. A nickel-plated, pencil-shaped holder which has at one end bristles of a specially prepared fibre. As this wears down more may be exposed by turning part of the holder. When bristles wear out entirely, a new supply may be had for a nominal sum. January, page 104.

O. K. MANUFACTURING COMPANY, Syracuse, N. Y.—Fredericks' Patent Adjustable Sanitary Eraser. Consists of a nickel-plated holder exposing at one end a rubber eraser which is substantially the same length as the holder. The rubber is fed forward as it is used. December, 1912, page 56.

FILING SYSTEMS AND AIDS.

ART METAL CONSTRUCTION COMPANY, Jamestown, N. Y.—The Twin Indexes Filing System. A combination of alphabetical and numerical filing systems. It is said to be quick, convenient, accurate and portable, and capable of being readily installed in any standard vertical file. December, 1912, page 52.

The Art Metal Steel Sectional Transfer Case. Interlocking feature insures absolute rigidity, also tilting when one of the upper drawers is pulled out. Drawers are on rollers to prevent binding. Both letter and cap sizes, 5,000 sheets to the drawer. Shipped either set up or knocked down. Dust proof. February, page 58.

AUTOMATIC FILE AND INDEX COMPANY, Green Bay, Wis.—The Auto Desk Companion. For filing current, follow-up, or subject papers. Has automatic expanding feature, the upper filing receptacle being provided with counterbalanced hinged cover. May be fitted with the standard letter and cap size index and with a special follow-up system. January, page 123; May, page 130.

BRISTOW, FREDERICK, East Orange, N. J.—The Bristow Radial Distributor. Flexible steel partitions radiating from a center provide for various divisions. The partitions are japanned and are removable. Wood is finished like desk. June, page 76.

BROWNE-MORSE COMPANY, Muskegon, Mich.—Cupboard Upright Section. In oak, birch mahogany and genuine mahogany. Cap sizes only. Made with no shelves, or with one, two or three at the same price. Door is heavily framed, three-ply, built-up, veneer panel.

No. 195 Sanitary Leg Base. Adjustable for size. No tools are necessary for attaching. Cabinets are simply set upon them.

The "Dovetailed" Transfer Case. The machinery for making this is the result of three years' work on the part of the company's engineers. Dovetail joints and good glue are used throughout. The case comes in sections.

DANDO COMPANY, Dando building, Philadelphia, Pa.—The Hiscograph System whereby one can follow a customer's sales history from the prospect stage on. Names are classified according to their sales record and the cards are filed in an attractive cabinet furnished with the system. April, page 116.

GEORGE B. GRAFF COMPANY, 294 Washington street, Boston, Mass.—Vise Signals. Made of spring-steel enameled in various colors. That part of the tab which fits on the card allows one to see all that on the card. July, page 72.

LINCOLN, FRED S., INC., Washington, D. C.—Lincoln's "Leathry" Envelopes made of a tough, fibrous material which makes them stand up well when used in files. August, page 113. September, page 122.

LOFT "AUTO-CLASP" ENVELOPE COMPANY, Cherokee, Iowa.—The Loft Auto-Clasp Envelope, a flat-filing, expansible, self-clasping envelope with metal catch. August, page 74.

MAC GREGOR, PETER, P. O. Box 482, Ottawa, Ontario, Canada.—MacGregor's Permutable Indexing and Tabulating Systems. Flexible in that they permit the interchanging of guide tabs. October, page 65.

METZGAR REGISTER COMPANY, Elkhart, Ind.—The Metzgar Account Register consists of a steel filing cabinet which contains a card system for accounting purposes. November, page 62.

ROACH, W. E., San Antonio, Texas.—The Roach System, a self-indexed card system arranged in book form providing a combined bookkeeping and follow up system. October, page 147.

SHAW-WALKER COMPANY, Muskegon, Mich.—"Steelups," the new line of steel upright vertical files in letter, cap and invoice sizes, with inserts, which is now being put on the market by The Shaw-Walker Company, are a new idea in steel file construction. These files are electrically spot-welded throughout, no nuts, bolts or screws whatever being used, each part being fused into a single piece. Lack of noise is a conspicuous feature, and greater filing capacity is afforded than in any similar upright. Steel units corresponding to the present lines of "Sectionuls" and "Sectionets" will also be introduced soon, to be known as "Steeluls" and "Steelets."

SPIRO MANUFACTURING COMPANY, C., 102 West One Hundred and First street, New York, N. Y.—The "Double-Grip" Clip, a board file with two independent spring gripping parts. August, page 71.

WABASH CABINET COMPANY, Wabash, Ind.—Detachable Celluloid Tab. For indexing books, loose leaves and cards. The exposed portion is made of transparent celluloid, the tab so constructed that it may be attached to the thinnest paper or the heaviest

cardboard. An appropriate label may be written on the machine and slipped behind the celluloid holder. December, 1912, page 54.

Drawer Style, Pull-out Transfer Case. These cases are waterproof, each complete in itself, drawers running on fibre rollers. Drawer bottoms are of hard wood and are so built as to prevent the rollers from wearing ruts. Cases built one on top of another, or side by side and bolted together form a solid cabinet. December, 1912, page 52.

The Alpha-merical System, a simple method of indexing letters, invoices, orders and papers of all kinds. Both the numerical and alphabetical systems have their peculiar advantages. The Alpha-merical system, the makers state, combines all the advantages of both.

WEIS MANUFACTURING COMPANY, 162 Union street, Monroe, Mich.—No. 391 Weis Card Section. Is 15 inches wide, letter-head size, height and depth. May be used with one or more 325-B two-drawer card index section and leg base No. 395, or either. Made in plain and quartered oak—natural and golden—and in birch mahogany. March, page 143.

WHITE, J. GUSTAV, 529 West Ferry street, Buffalo, N. Y.—The "Efficiency Memo," a pocket, leather covered memorandum holder which may be made an adjunct to a 3x5 card index system to which may be transferred memoranda taken on the outside. May, page 132.

YAWMAN & ERBE MANUFACTURING COMPANY, Rochester, N. Y.—Y. & E. Shannon Transfer Cases equipped with patented lock arches. July, page 78.

FOLDING MACHINES.

AMERICAN MULTIGRAPH SALES COMPANY, Cleveland, Ohio.—The Baby Multigraph Letter Folder. Designed to meet the demand for a small folder, simple in operation, to answer the folding requirements of the average business office. The machine is "self-contained," no attachments being required to change from one style of fold to another. A speed of 4,800 pieces an hour is claimed. The machine runs by motor and weighs 120 pounds. December, 1912, page 56.

CABELL COMPANY, P. M., 2 Rector street, New York, N. Y.—The American Folding Machine, a motor-driven, three-fold to a cycle machine which will accommodate sheets up to 18 by 24 inches. August, page 70.

FOUNTAIN PENS.

DE LUXE MANUFACTURING COMPANY, 433 South Dearborn street, Chicago, Ill.—The "Tab-Fil" pen holds in the cap a supply of ink tablets, one of which will, with cold water, supply a penful of ink. October, page 62.

The De Luxe Self-Filling Pen is filled by pulling out a telescoping section of the barrel. The pen has an air chamber which insulates the reservoir. October, page 62.

HOUSTON PEN COMPANY, Sioux City, Iowa.—The Houston Fountain Pen. Has patent feature said to prevent dripping. It is claimed that the pen will write instantly without shaking, and that a corrugated reservoir eliminates the possibility of too abundant feeding. A safety gold chain preserves poise and attaches easily to clothing. December, 1912, page 51.

LIGHTING SYSTEMS.

ST. LOUIS BRASS MANUFACTURING COMPANY, Jefferson and Washington avenues, St. Louis, Mo. The Brasco Luminous Unit. Composed almost wholly of glass. Canopy or reflector of dense, white opal glass depolished on the outside. The bowl which diffuses the light is of Alba glass and is suspended by three aluminum chains hanging from brass loops and hooking on pins in the bowl. March, page 138.

LOOSE LEAF FILING DEVICES.

AMERICAN CLIP COMPANY, New York, N. Y.—The Porto Clip File, a spring clip binder for booklets and documents. The advantages claimed for it are flatness, durability and expansibility. April, page 114.

GILMER, JOHN ELGIN, 5110 Chestnut street, Philadelphia, Pa.—The Gilmer Binder. For preserving files of magazines and other documentary matter. The Gilmer Binder is simple, a pin being the only tool needed for its use. It is said to bind the magazine tightly in less than a minute. December, 1912, page 59.

IRVING-PITT MANUFACTURING COMPANY, Kansas City, Mo.—The I.-P. Top Locking Loose Leaf Binder. The lock has a distinctive feature in that the outmost outward pressure between the two locking parts merely causes the grip to lock more securely. The sectional posts used in this binder are made without any offset, each section being provided with a collar that fits into a socket bringing all sections into perfect alignment. December, 1912, page 60.

The I.-P. Loose Leaf Binder. A boltless, screwless binder for loose leaves, catalogues, etc. Posts fit readily into perforations in the matter to be bound, and a single movement of a small disappearing lever locks the binder. Stock sizes bound in flexible black levant grain cowhide. January, page 111.

KENNEDY STATIONERY COMPANY, WILLIAM J., St. Louis, Mo.—Punchless Filing Device. Intended for filing, without punching, railroad tariffs in prong binders. Said to bind a four-page document as securely

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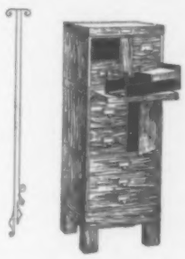
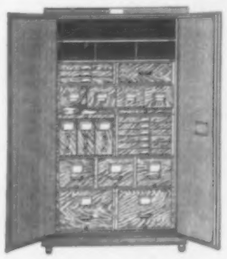


U-NETTES
HALF WIDTH SECTIONAL UNITS

WYDESTEELS
FULL WIDTH SECTIONAL UNITS



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meets these conditions in a way that no other line can.

Over 200 stock pieces to choose from gives a variety that will meet a customer's every need.

The fact that Allsteel sections are interchangeable and interlocking means that a minimum stock on your floor can be adapted to any filing system—no need to carry a separate cabinet for every individual need. Varied combinations of only a few Allsteel standard sections will satisfy all the demands of your trade.

The self-evident advantages of Allsteel—their fire-resisting qualities, their rigid construction—their extra capacity—their saving of floor space and the beauty of their design and finish — these are the things that make them easy to sell—bring repeat orders and give you satisfied customers.

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The General Fireproofing Co.

1612 Logan Avenue

YOUNGSTOWN, OHIO

as one of 100 pages. Tariffs thus bound are said to lie flat and to move easily forward and backward. March, page 137.

KIRTLEY, S. B., Columbia, Mo.—The Kirtley Automatic Ledger. Has visible index for every account. One may locate accounts with the left hand, allowing the right free for posting. System adapted for use on either a small scale or a large. May, page 130. November, page 59.

MANN COMPANY, WILLIAM, Philadelphia, Pa.—The Manco Yale Book Lock. Has a special locking mechanism for loose leaf ledgers. It is adaptable to any expansion of binder or any thickness of bound book. It is affixed to the opening margins of the covers instead of to the back of the book. When the book is in use the entire lock may be detached so as to be out of the way. December, 1912, page 52.

PERSHING & CO., South Bend, Ind.—Pershing's Loose Leaf Ledger No. 20, combined day-book, ledger, and statements. For use in handling small accounts. September, page 82.

PLEW & MOTTER COMPANY, Center avenue and Monroe street, Chicago, Ill.—The P. & M. steel ledger, flat opening, guaranteed for a term of years, has claimed expansion of 135 per cent, with rigidity. March, page 124.

The P. & M. Silver Cap Transfer Binder. Mechanism has two locking bars which move in opposite directions to clamp on two sides of each post. End caps of nickeled-brass clinched into the case. Has metal hinges. March, page 124.

STATIONERS' LOOSE LEAF COMPANY, 203 Broadway, New York, N. Y.—The Wizard Automatic Screw Ledger. Has automatic action and dustproof mechanism. The screw compression feature is controlled by a key, the slightest turn of which serves to release or tighten the binding. June, page 76. July, page 78.

THE SAM'L C. TATUM COMPANY, Cincinnati, Ohio.—The devices mentioned below have been brought out by the company during the past year: "Universal" Spring-Back Holder, for magazines, directories, catalogues, or loose sheets of any description. Mechanism consists only of an oil-tempered spring back. Binding is full black art cloth.

Invoice Book. Loose leaf system. Top locking post binder. No key required. Locks and unlocks with a push of the button. Invoices of each creditor kept together.

The Tatum Magazine Binder, for the current issue of a magazine, or for directories, catalogues, etc. Bound in full green buckram.

Package Delivery Receipt. Holder may be filled each day with supply of sheets. Should the current binder be lost, only one day's receipts will be missing.

UNDERWOOD MANUFACTURING COMPANY, 717 Sycamore street, Cincinnati, Ohio.—The Underwood Minute Book. Held together by non-projecting sectional posts. As the binder expands short sections are screwed on. Has a key locking device. April, page 112.

WEBSTER LOOSE LEAF FILING COMPANY, Louisville, Ky.—The Webster "Universal" Binder. This with the use of a punch enables one to file all manner of papers practically regardless of size. Insertions may be made at any point in the binder and the contents of a binder may be fastened together complete. May, page 136.

WILSON-JONES LOOSE LEAF COMPANY, Chicago, Ill.—Jones' Improved Eureka Leaf-Flexing Machine. A machine for flexing loose leaf ledger sheets by means of a vacuum and air compression device. The portion treated does not suffer in the process and leaves no visible effects on the surface of the paper which may be readily written upon. May, page 140.

The company has also brought out during the past year a number of devices described and illustrated in Dealers' Catalogue No. 34. The names of the devices and the page references in the catalogue follow: Peerless Toplock Sectional Post Binder, page 18; Star Toplock Sectional Post Binder, page 20; Binders for Elliott-Fisher Bookkeeping Machine, page 21; De Luxe Slotted Lock Post Binder, page 23; De Luxe Ring Binder with automatic opening devices, pages 36 to 39; De Luxe Bank Systems, pages 94 to 100; De Luxe Petite Systems, pages 106 to 129; Loose Leaf Docket System for county offices, page 105; Loose Leaf Plat Book System for city, county and abstract offices, page 104; Traveler's Expense Report System, page 90; Cost System for small factories, page 91; Lodge Membership Ledger, page 76; Installment House Ledger, page 76.

OFFICE CHAIRS.

NICHOLS & STONE CO., Gardner, Mass.—An office chair made in any of the popular finishes. Seat put together with Lindermann's wedged, dovetailed joint. Equipped with Gibson Manufacturing Company's chair irons. Standing arm chair to match. January, page 106.

OFFICE DEVICES (MISCELLANEOUS).

AUTOPRESS COMPANY, 299 Broadway, New York.—The "Quick Bundler." A portable device for stacking and tying in bundles, printed sheets, etc. July, page 72.

COWAN TRUCK COMPANY, Holyoke, Mass.—The Cowan Transveyor is a truck which, in connection with inexpensive wooden platforms, is used for lifting and carrying loads from one place to another. November, page 58.

DEVICE CORPORATION, Big Stone Gap, Va.—A device which the manufacturers claim enables the office boy to make window envelopes out of the ordinary style. June, page 74.

PAPER FASTENING DEVICES.

PREMO PROCESS COMPANY, New Brunswick, N. J.—The "Eyelagraph." Is five inches high and weighs one and one-half pounds. Fastens sheets with brass eyelets fed from a magazine. July, page 76.

PURITAS METAL MANUFACTURING COMPANY, 8 and 9 Great Pulteney street, Regent street, London, W.—The "Puritas" Patent Stand Stapling Machine. Holds 250 wire staples, affixing each with slight pressure of the hand. July, page 74.

STARR MANUFACTURING COMPANY, Sidney, Ohio.—The "Star" Paper Fastener. A star-shaped brass fastener with twelve holding points. July, page 76.

TOWER MANUFACTURING & NOVELTY CO., 326-330 Broadway, New York, N. Y.—The Engel Automatic Eyelet Machine uses strips of metal and automatically inserts eyelets in paper, etc. October, page 66.

WACHTEL BROTHERS, M. Erlebach Nachfolger, Frankfort-on-the-Main, German.—Hand Stapler. Works on the pliers plan. Binds papers together with a staple such as is used for magazines. Automatic feed. January, page 106.

PAPER TESTING DEVICES.

ASHCROFT MANUFACTURING COMPANY, 85-89 Liberty street, New York.—Ashcroft paper tester, finished in nickel and made entirely of metal except for rubber feet. Determines breaking or bursting strength of paper and works up to 140 pounds pressure per square inch. May, page 142.

Ashcroft Thickness Gauge. Measures paper and cardboard up to one-eighth of an inch by thousandths of an inch. May, page 142.

PARCEL POST RATE COMPUTERS.

COMPUTING SCALE COMPANY, Dayton, Ohio.—The Dayton Automatic Parcel Post Scale. A hair-line indicator with its shaft moves across a dial according to weight. On the shaft the zones are marked and the intersection of the hair-line and the zone lines shows the proper postage. October, page 62.

HOWARD HUNT PEN COMPANY, C., Camden, N. J.—The Oliver Ratometer. Eliminates the use of a map in determining the postage rate on parcels. After the unit square has been determined it is necessary only to move the sliding guide to the proper point and multiply the rate by the weight to get the amount of postage necessary. March, page 140. April, page 104.

NUSBAUM PUBLISHING COMPANY, Elkhart, Ind.—The Acme Parcel Post Computer. Indicates the required amount of postage for any package up to the weight limit. Consists of a celluloid sheet backed by a cardboard. Between the two revolves a cardboard circle at the circumference of which the weights show. Running down the radius to the center of the circle is indicated opposite each zone the postage for that zone. Inventor, Lawrence E. Nusbaum, stamp clerk at the Elkhart, Ind., post office. March, page 138.

PELOUZE MANUFACTURING COMPANY, 232-242 East Ohio street, Chicago, Ill.—Two scales of the same type with differently shaped pans. Indicator moves around a circular chart according to weight, and indicates the postage charge in cents for each zone. Copy of the parcel post law with each scale. January, page 106. September, page 84.

SHALLCROSS PRINTING & STATIONERY COMPANY, 419 North Fourth street, St. Louis, Mo.—The Shallcross Parcel Post Record. A system of keeping tab on parcel post shipments. June, page 74.

TRINER SCALE & MANUFACTURING COMPANY, 2714-2718 West Twenty-first street, Chicago, Ill.—Triner "Dispatch" Parcel Post Scales. Work with a spring rather than on the balance or pivot principle. Are of the slanting dial variety. Calculate weight and rate of postage in various zones in pounds and ounces for weights up to parcel post limit. March, page 141.

WEIS MANUFACTURING COMPANY, Monroe, Mich.—Weis Parcel Post Scale No. 2411. Base finished in black enamel. Has open dial with figures in red and black. May, page 139; October, page 137.

Weis Parcel Post Scale No. 2511. Base and pan finished in black enamel. Glass covered dial with nickel-plated rim. Dial printed in four colors. May, page 139. October, page 137.

PARTITIONS FOR OFFICES, ETC.

LOUCK & HILL COMPANY, Richmond, Ind.—Sectional Paneled Partitions. Are seven feet high and are intended for use in fitting up new offices. Panels of compressed wood fibre. July, page 76.

PENCIL SHARPENERS.

AUTOMATIC PENCIL SHARPENER COMPANY, 30 East Randolph street, Chicago, Ill.—Duplex Pencil Sharpener. Hand feed. Twin cutters. Has self-centering chuck which is said to give it practically the merits of an automatic feed machine. October, page 154.

Climax No. 2 Pencil Sharpener. Similar in construction to the Duplex but has automatic feed. October, page 154.

BOSTON PENCIL POINTER COMPANY, Boston, Mass.—The Boston Pencil Pointer. Two conical barrels with milling edges are used. These work within sight under a celluloid case which catches the shavings. Manufacturers state that because the pencil fits so snugly into the apparatus it is impossible to break the point in sharpening. February, page 57.

GOODELL COMPANY, Antrim, N. H.—"Perfect" Pencil Pointer. A movable carriage travels along a gauge and holds the pencil at the proper angle to a file. When one side of the file is worn the other may be used. February, page 56.

MECHANICAL PRODUCTS COMPANY, Brooklyn, N. Y.—"Myers Patent" Pencil Sharpener. Will sharpen pencils of any shape and of any diameter from three-sixteenths to one-half an inch. May be adjusted for fine, medium, coarse, or crayon point. The pencil is fed into the machine by gravity and the cutting agents are two milled wheels. The machine stops cutting when the pencil has received the desired point. April, page 110.

RONEO COMPANY, Roneo building, New York, N. Y.—The Victor Pencil Sharpener. Automatic feed and

Portion of Private Office of Joseph H. Stace, Milwaukee.

Stace's Exhibit at Recent Household Show.

Weis Files

Make Good Your Promises of Efficient Service

This justly popular file never disappoints. Your customers feel that they get all they pay for—and more. Sixty screws through interlocked and glued joints make the frame solid and substantial.

All solid, seasoned Oak or Birch Mahogany—handsomely, lastingly finished.

Roller Bearings under points of contact make the drawers roll easily, even though laden to capacity.

Automatic Locking Follow Blocks hold contents vertically. They lock as they tilt back but may be moved easily.

Dust-Proof because of full height drawer sides, with flanged fronts and fitted into overlapping rails.

No. 421

Deluged by Sprinkler System

''39 Weis Files stood on the ground floor, under a recent fire in our factory. The Sprinkler System did its work well--large quantities of water deluged the office furniture and files. We anticipated great trouble on account of the files being ''soaked''-the fact is that after drying them they looked ''as good as new.''

Not a drawer sticks or binds and none of the letters were wet.

We do not think that any other style of construction would have made so good a showing.''

—

''Your No. 421 Cabinet has given me perfect satisfaction and my only regret is that I didn't purchase it about ten years ago. It is impossible for me to do without it and is the most convenient case in my office.''

—

''Have used No. 421 file over a year. I like it fine,--as good as a $30.00 file.''

(Names on request)

—

You often have calls for files to cost less than some of the higher priced lines you may sell. *These Satisfy and net a liberal profit.*

Weis Filing Desks

Have *useful filing drawers* instead of comparatively *useless storage drawers.* There are 10 kinds of drawers for filing Letters, Index Cards, Checks, Vouchers, Blanks, Cap Papers, Etc.

We assemble the assortment of drawers your customers need and supply "a complete office on legs" at the price you ordinarily pay for *either* the files or the desk. Made with Letter and Cap Pedestals, with or without Back Panels. All solidly built of Seasoned Oak and Birch Mahogany. Drawers roll on Roller Bearings.

The most concentrated form of efficient office equipment.

TWO for the price of ONE

Desk and Files combined are more efficient than separate Files and Desk

Get Catalogs Now!

The Weis Manufacturing Co.

162 Union Street Monroe, Mich., U.S.A.

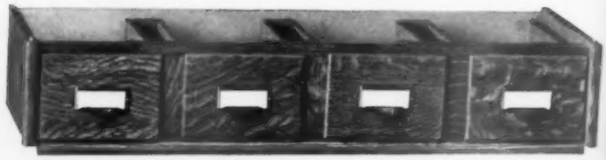
New York Office—75 John St. (Near William)
Chicago Display—511-515 S. Wabash Ave.

Weis Horizontal Filing Sectio

Appearance, Capacity, Variety and Utili

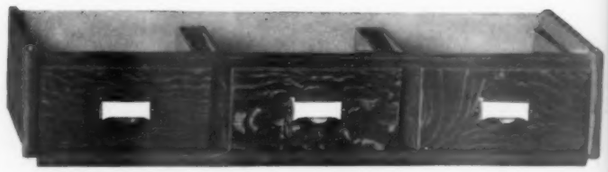
Many Dealers Selling Them or Anyone of the Many Users Will Verify This Statement

3 x 5 Cards



4 x 6 Cards

5 x 8 Cards



4 x 9 Checks

Blanks or Electros

Stack up and Intermember with Weis Receding Door Bookcases

Thirty-three Filing Sections, a complete line of Sectional Bookcases that intermember with them and the complete line of Compact Filing Sections which align with them give you a wider range of choice than any other lines.

Horizontal Filing Sections are 34 in. long. Compact Filing Sections are 18 in. long. Almost any floor or wall space may be economically equipped with one or both of these lines. Beautifully flaked Quartered Oak in Golden, Natural, Fumed, Early English and other popular finishes—also Birch Mahogany give you a wide range of choice to match other furnishings.

The

ioffer Greater Value in Construction,

tilian Any Other Line---and They Cost Less!

Documents

Policies or Blue Prints

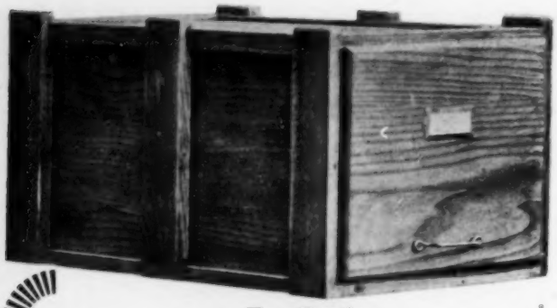
Cap Size Papers

Cupboard

Horizontal Filing Sections are 15 in. deep, excepting Letter, Cap and Policy Sections, which are made both 15 and 24 inches deep.

This is the most satisfactory high grade line of filing sections for you to sell. We want you to look over the full line in Catalog "F".

The Weis Manufacturing Co. 162 Union Street **Monroe, Michigan, U. S. A.**



Top Section

Insist That Your Customers Transfer Systematically

It Enhances the Value of the Filing System You Sold Them

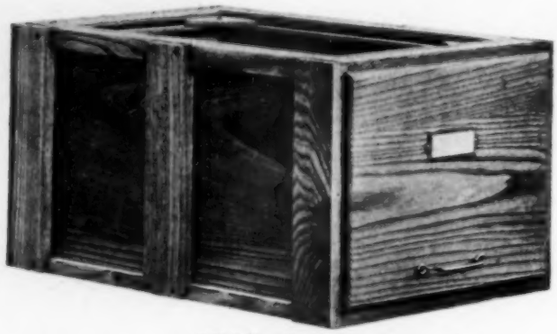
Suggest the Everlasting—

Weis Transfer Cases

Solid Hardwood—no Binder's Board or "Near Wood"

They are constructed for *Service* (appearance is a secondary consideration.) The same sturdy solidity that characterizes other Weis products is incorporated in these efficient Transfer Sections.

Made in Letter, Cap, Invoice, Document, 3x5 and 4x6 sizes. As easy to refer to as any good vertical letter file. Prices low—but reasonably profitable.



Middle Section

The Sectional Feature

As many Middle Sections as the height of the ceiling permits, may be stacked on a Bottom Section. They are bolted through the four corners. They may be interlocked side to side, making a solid file of any number of "stacks".

Drawers on Roller Bearings and Dust Proof

Have full height sides and may be had with follow blocks.

Your customers will thank you for selling them these instead of the flimsy kind that cost more in the end.

Golden or Weathered Stain

Brass Pulls and Label Holders

Bottom Section

"How To Transfer" Circulars Will Help You Sell Them

The Weis Mfg. Co.

162 Union St.

Monroe -:- Michigan

New York Office
75 John St. (Near William)

Chicago Display
511-515 S. Wabash Ave.

Address Mail to Factory

stop. Concave milling cutter, automatic adjustment for size. September, page 134.

SEARIGHT MANUFACTURING COMPANY, Detroit, Mich.—The Deposit Pencil Pointer. A nickel-plated tool with a steel blade which may be adjusted for thickness of shavings. The shavings are caught in the handle. October, page 62.

WEBSTER COMPANY, F. S., Boston, Mass.—The Webster Pencil Sharpener. Simple in construction and low in cost. Can be operated either vertically or horizontally. A few motions of the handle, it is said, suffice to sharpen the pencil. March, page 140.

PUNCHES FOR LOOSE LEAVES.

BARRETT BINDERY COMPANY, 732 Federal street, Chicago.—Barrett-Ambart Punch. A hand-operated machine which punches from one to seven holes in one operation at desired intervals. October, page 56.

TATUM COMPANY, THE SAM'L C., Cincinnati, Ohio. —"Tri-Mec" Punch No. 303. Used to punch sheets for ring books. Punch makes three holes. Side gauge enables operator to punch more holes accurately if desired. September, page 84.

Multiple Hole Combination Punch. Handles large quantities of sheets which require a large number of holes. May, page 138.

Another one of the company's new punches is the School Marvel, for multiple holes. This device is for punching cards for use in kindergartens and for school work generally.

RADIATOR SHELVES.

HILL MANUFACTURING COMPANY, 708 Rialto building, St. Louis, Mo.—The Hilco Radiator Shelves are made of a composition stone stronger than wood. They rest on foundation blocks which are attached by clamps to the radiator. October, page 56.

SAFES.

ART METAL CONSTRUCTION COMPANY, Jamestown, N. Y. No. 831 Sliding Door Safe. The door is composed of two separate sections operated together with an insulating air chamber between. These doors are composed of slats which fit closely together, keeping out dust, fire, smoke, and air, and yet operating easily and allowing for expansion and contraction. Channel guide ways and ball bearings make the curtain very easy to move. The safe is of heavy plate steel with double walls reinforced by angle irons. March, page 139.

MEILINK MANUFACTURING COMPANY, Toledo, Ohio. The Meilink line of filing safes described in detail. November, page 60.

SIGNATURE DEVICES.

AMERICAN SCRIPTOGRAPH SALES COMPANY, 735 Seventh avenue, New York, N. Y.—The Scriptograph. Five to ten pens are held parallel by an axially pivoted shaft, and, without great exertion on the part of the operator, duplicate exactly the movements of the master pen. February, page 57.

SIGNATURE COMPANY, 3 Broad street, New York, N. Y.—The Junior Signagraph. A compact instrument for simultaneously signing five checks. The machine is adjustable to any size of check and is enclosed in a mahogany finished case. December, 1912, page 60.

STAMP AFFIXERS.

EXTENSIVE MANUFACTURING COMPANY, 90 West street, New York, N. Y.—The World Wide Postage Stamp Affixer. Weight one pound. Registers up to 100,000. The manufacturers claim that it is "pilferage proof." Made of pressed steel and is said to be unbreakable under ordinary usage. Will handle any type of stamp roll. Will not register unless a stamp is used. December, 1912, page 100.

HOERDE, G. M. B. H., Berlin, Germany. Franconia Stamp Affixer. A solidly built German machine the speed of which is said to average 2,000 per hour. December, 1912, page 51.

PURITAS METAL MANUFACTURING COMPANY, 8 and 9 Great Pulteney street, Regent street, London W., England.—The "Puritas," a hand stamp affixer for which a capacity of 2,000 an hour is claimed. July, page 74.

STATIONERY SPECIALTIES.

THADDEUS DAVIDS COMPANY, 95-97 Van Dam street, New York, N. Y.—Davids Tip Top Paste Jar. The brush when not in use rests in a well to one side of the jar and water and paste are combined only as used. The jar is provided with an attractive one-piece metal cover. May, page 141.

A new container for the company's silk-filtered perfumed fountain pen ink. Is a nickel-plated case which will hold a three-ounce bottle. June, page 138.

Paste Containers 535 and 536. Hold respectively six and twelve pounds. Cans enameled in red, silver and black, and lacquered. September, page 84.

EUREKA SALES COMPANY, 116 South Michigan boulevard, Chicago, Ill.—The Eureka All-Wool Yarn Duster. Is made of Germantown wool yarn. Duster can be washed when soiled. Is said to remove dust without stirring it up and without scratching wood finishes. April, page 115.

The Davis Self-Oiling Polish Mop. Mop itself is cylindrical in shape and is made of yarn. Polish supply is replenished by removing the handle of the mop and pouring polish into receptacle. April, page 115.

GRAB & CO., VICTOR M., 155 North Clark street, Chicago, Ill.—Grab's Handy Card Cutter. May be attached by screws to almost any convenient place and in any position. The cutting edge is protected. October, page 65.

HELLESOE, H. H., 2444 Ainslie street, Chicago, Ill. The Presto. A rubber coin mat with a surface of inverted cups which adhere to the surface on which the mat is placed and cause coins to lie tilted so that they may be easily picked up. August, page 71.

MUCILAGE STAMP COMPANY, Springfield, Mass.—A nickeled-brass reservoir feeds mucilage to a felt pad when pressure is exerted on the stamp, not otherwise. July, page 76.

NON-SHINE PAD COMPANY, 7037 Ridge avenue, Philadelphia, Pa.—The Non-Shine Chair Pad. A readily detachable felt cushion which also prevents the clothing from becoming shiny. August, page 71.

PHELPS, H. D., 37 Beaver street, Ansonia, Conn.—A glass ink-well containing in its cover a removable watch. August, page 70.

RICKERT, WILSON E., Allentown, Pa.—Picture Collection Stickers. To be used in collecting delinquent accounts. September, page 82.

SANFORD MANUFACTURING COMPANY, Chicago, Ill.—Sanford's Show Card Inks. In thirteen tints. November, page 60.

THORSELL, W., Palos Park, Ill.—Interchangeable Blade Office Knife. Has an aluminum handle and a knife shank with removable blade which may be replaced when worn. September, page 82.

YAWMAN AND ERBE MANUFACTURING COMPANY, Rochester, N. Y.—The Y. and E. Finger Print Outfit. Is used by banks and organizations in which positive identification of an individual is necessary. Consists of a case containing ink, ink-roller, benzine, magnifying glass, etc. September, page 86. October, page 137.

STENCIL MACHINES AND ACCESSORIES.

IDEAL STENCIL MACHINE COMPANY, Belleville, Ill.—Ideal Stencil Machine No. 1. Dimensions 23 by 21 by 13 inches. Weight 120 pounds. Cuts name and address of customer, name of shipper, routing and special marks in a stencil board of material similar to cardboard. Cuts one inch letters. March, page 137.

Ideal Stencil Machine No. 2. See description of Ideal Stencil Machine No. 1. Dimensions 18 by 16 by 10 inches. Cuts five-eighths-inch characters which are more readily legible than hand marked characters. March, page 137.

The Ideal Fountain Brush. Has a hollow metal handle which in proper quantities feeds to the brush itself ink for making stencil markings. June, page 72.

The Ideal Box Scraper. For removing stencil marks and making smooth surfaces on wood. Blade and shank made in one piece of highly tempered steel. July, page 74.

The Ideal Demonstrating Machine. A thirty pound aluminum working model of the Ideal Stencil Machine. August, page 72.

The "Ideal" Marking Pot. Designed to supply the marking brush with an even supply of ink by causing the surplus ink to be carried off into the reservoir. October, page 58.

STRONG BOXES.

BANK SPECIALTIES COMPANY, 333 South Dearborn street, Chicago, Ill.—The Hobbs Banker's Case. A case for containing notes or other documents filed according to the demands of one's system. Made of hardened aluminum with finish of black rubber. Has nickel locks and clasps. Is lined with one-eighth inch asbestos. The filing partitions of press board run on aluminum guide tracks. April, page 113.

GLOGAU & CO., 180 North Dearborn street, Chicago, Ill.—Battleship-Armor Strong Box. Said to be fireproof and thief proof. Box and cover each cut from a single piece of battleship armor plate. Has an insulation chamber of five-eighths of an inch. April, page 110.

MEILINK MANUFACTURING COMPANY, Toledo, Ohio.—Meilink Security Box and Cash Tray. Box six inches deep. Has protected corners. Trays have welded corners and are finished in black enamel. June, page 76.

SMITH MANUFACTURING COMPANY, J. O., Middletown, Conn.—"Smith's Reminder" Cash Box. Finished in enamel. To open the box one must use not only the key but also a pencil to release the safety latch. This provision and a pad of paper fastened to the top of the box serve as reminders that the transaction is to be recorded. May, page 140.

TABLES FOR THE OFFICE.

FOWLER-MANSON-SHERMAN CYCLE MANUFACTURING COMPANY, 1447-1455 Austin avenue, Chicago, Ill.—A Table for Office Machines. By the operation of a lever either to one side or the other, the table may be made to stand rigidly on the legs themselves or may be lifted on casters, so that the table may be moved without disturbing the machine on it. February, page 56.

GROBHISER-CABINETMAKERS' COMPANIES, Sturgis, Mich.—Description of the company's line of office tables. October, page 58.

A View of a Portion of The Stenotype Company's Indianapolis Office.

TELEPHONE CONVENIENCES.

AMERICAN ELECTRIC COMPANY, Sixty-fourth and State streets, Chicago, Ill.—The Burns' Adjustable Telephone Bracket. Of the "scissors" type. Made to accommodate either one or two 'phones. The telephone has a wide range of movement from the main support. May, page 132.

BELDEN MANUFACTURING COMPANY, 2303 Western avenue, Chicago, Ill.—The Handypad. A memorandum pad holder which clamps on the telephone transmittor stand, and has a rack for a pencil, so that both pad and pencil are always at hand. February, page 57.

COLYTT LABORATORIES, THE, 565 West Washington street, Chicago.—The Whispering Mouthpiece. A device intended to secure a measure of privacy in telephone conversations. Concentrates sound directed into telephone receiver. September, page 136.

The Clariphone. An aluminum device which, fastened upon a telephone receiver, is said to shut out all sounds except those coming over the wire. September, page 136.

The Attractive Exhibit of The State Co. at the Recent Columbia, S. C., Business Show, an Account of Which Appeared in the November Office Appliances.

The Clariphone. An aluminum device which, fastened upon a telephone receiver, is said to shut out all sounds except those coming over the wire. September, page 136.

GALESBURG WRITING MACHINE COMPANY, Galesburg, Ill.—The Adjustaphone. A desk telephone involving adjustable bracket arms of the scissors type. Switch hooks and springs are contained in a box on the extension arm. Finished in either nickel or oxidized copper. April, page 114.

HYGIENIC PHONDATE COMPANY, 513 Nasby building, Toledo, Ohio.—The Phondate system consists of a series of antiseptic tissue circles which are clamped one at a time over the telephone mouthpiece by a nickel-plated ring. Each sheet bears a date assuring a daily change. October, page 60.

MITCHELL COMPANY, ROBERT, Detroit, Mich.—The Prestophone. A device which allows one to have both hands free in using the telephone. With the Prestophone attached to the ordinary telephone, one needs only to press a lever when the 'phone rings and then listen or talk as occasion demands. April, page 110.

SPEARS & RIDDLE COMPANY, Wheeling, W. Va.—The S. & R. Telephone Timer. Consists of five small sand glasses in an oxidized copper frame. These glasses are numbered from one to five and the number of a glass indicates the length of time it takes for the sand to flow from one end of the glass to the other. October, page 60.

TIME RECORDERS.

ARROWGRAPH COMPANY, 56 East Randolph street, Chicago, Ill.—The Arrowgraph Time Recorder. A timing device for recording elapsed hours and minutes. The machine gives on one ticket the time of all the jobs on which an employe has worked during a day, or, if preferred, a separate ticket may be used for each operation. The time is shown in six minute periods, all lost time between jobs being recorded. The Arrowgraph prints date on ticket and takes job tickets of any size from 3x5 to 6x9 inches. December, 1912, page 59.

BISHOP CALCULATING RECORDER COMPANY, 82 Duane street, New York, N. Y.—The Bishop Calculating Recorder. Computes elapsed time and money value and provides for lunch hour, etc. August, page 71.

EGGERS COMPANY, 753 Clinton avenue, South Rochester, N. Y.—The Constan-Laps-o-time. A cabinet containing a series of tables, each group having two parts—a time dial and the hour dial on which it is superimposed. The dials are printed on heavy board, celluloid coated. May, page 134.

FOLLETT TIME RECORDING COMPANY, 675 Hudson street, New York, N. Y.—Announcement of a new model automatic time recorder which prints in minutes the time of arrival and departure of employes. August, page 74.

HAINER BOOKKEEPING MACHINE COMPANY, Providence, R. I.—The Hainer Bookkeeping Machine. Invented by Whitfield J. Hainer, of Toronto, Canada. Combines a cash register, an automatic register, a time recorder, and an account register, the functions of the four machines being performed in one automatic operation. Identifies buyer and goods with the sale, provides triplicate legal receipt, forces the entry on the tally sheet before the cash drawer will open, and guards each cash transaction with six records. March, page 140.

IN AND OUT SIGN COMPANY, Port Chester, N. Y.—The In and Out Sign. A board which tells the name of all employes who are in and also those who are out. May, page 138.

JOSLIN MANUFACTURING COMPANY, A. D., 358 West Madison street, Chicago, Ill.—The Cosmo Time Stamp. A hand time stamping device in which the strain on the clock mechanism is reduced by means of floating steel plates connected by finely tempered springs. June, page 72.

WILLIAMS & WILLIAMS, INC., Hippodrome building, Cleveland, Ohio.—The Elapsograph. A time measuring device for cost systems. Measures both "in" and "out" times. Automatically deducts "irregular" time, such as lunch hour, etc. Identifies each man by his card. As many machines as desired may be operated by one master clock. Forms a record which may be filed permanently, checks the pay roll, prints all records in plain numerals. March, page 140.

TRUCKS.

COWAN TRUCK COMPANY, Holyoke, Mass.—Cowan Transveyor. In connection with inexpensive wooden platforms, is used for lifting and conveying loads from one place to another. November, page 58.

TYPEWRITERS.

AMERICAN TYPEWRITER COMPANY, 265-267 Broadway, New York.—The "American Visible" Typewriter. Has the standard key-board arrangement and can be used for a limited amount of typewriting. Intended for the training of young folks. July, page 72.

FLOWERS, JOHN B., 1323 Bedford avenue, Brooklyn, N. Y.—A Voice-Operated Typewriter. A transmitting diaphragm communicates an electric current of varying intensities. A reed is provided for each sound and as a reed catches its sound the current passes on to a solenoid and operates the corresponding typewriting key. July, page 41.

HAMMOND TYPEWRITER COMPANY, 538 East Sixty-ninth street, New York.—The Multiplex Hammond. Two sets of type always in the machine, the turn of a knob effecting instantaneously the change from one to another. Hundreds of sets of type may be used in the same machine. June, page 71.

REMINGTON TYPEWRITER COMPANY, New York, N. Y.—A Smith-Premier Korean Typewriter. Has eighty-four keys, covering the twenty-five letters of the Korean alphabet from which 5,000 sounds can be represented. March, page 66.

A Typewriter for Writing Gujarati. One of the vernacular tongues of India. June, page 145.

SCHIESARI, MARIO, inventor, Turin, Italy.—A Syllable Typewriter. Types are arranged in groups on sectors and all the characters arranged in a vertical row on the keyboard are to be found on a single sector. Eight letters represent the maximum length of syllable which may be written. All the letters of the syllable need not be struck at the same time. Machine automatically moves the proper number of spaces. December, 1912, page 45.

STOEWER COMPANY, Mr. Blanquart, director, Stettin, Germany.—A Portable Typewriter. The machine weighs three kilograms and is built on the same principle as the large Stoewer machines. December, 1912, page 47.

VICTOR TYPEWRITER COMPANY, 812-814 Greenwich street, New York, N. Y.—The Victor Typewriter. Solves the problem of alignment by having its typebar swing on two pinions an inch apart. Has an in-built tabulator, a no-spring escapement, a ball-bearing carriage, an improved variable-line spacer, a new kind of ribbon-guide, etc.

VISIGRAPH TYPEWRITER COMPANY, New York.—The Visigraph Typewriter. Announced late in 1912. Its principle is similar to other standard visible typewriters. December, 1912, page 49.

TYPEWRITER ACCESSORIES.

ELLIOTT, A. E., 300 Pike street, Cincinnati, Ohio.—The Elliott Shield. A simple keyboard cover which, without bolts or screws, may be attached to any make of typewriter. Forces the operator to assume the correct position for writing. Will not permit him to see the keyboard. Will not mar furniture. May readily be detached. March, page 140.

IMPERIAL MANUFACTURING COMPANY, 297 Washington street, Newark, N. J.—Pneumatic Cushion Keys. Rubber caps which fit over the keys. They reduce the strain on both typist and machine and save fingers and finger nails. March, page 94.

LITTAU, H. G., 32 Liberty street, New York, N. Y.—The "Liberty" Typewriter Brush. Handle is made so that the piece in which the bristles are imbedded may be removed when the brush is worn and a new section attached. September, page 81.

NEIDIG TYPEWRITER COMPANY, 110 South Dearborn street, Chicago, Ill.—The Neidig End Index. A scale which is attached to the platen and indicates the number of the line upon which one is writing. August, page 74.

THORP & MARTIN COMPANY, Boston, Mass.—The Old South Oil Dropper. Devised to better apply the Old South Oil. A piece of copper runs through the cork and projects to the bottom of the bottle. The end of this wire is flattened in such a way as to retain several drops of oil. By removing the cork and applying the dropper directly to the spot to be lubricated, the drops of oil are drawn off by capillary attraction. December, 1912, page 51.

TYPEWRITER SPEED KEY COMPANY, 82 West Broadway, New York, N. Y.—Safety Speed Keys. Celluloid keys larger than the regular keys fit snugly over them. These speed keys are equipped with springs and cushions. The increased key area, it is said, lessens the chances for striking wrong keys, and the springs and cushions reduce the jar and wear on both machine and operator. March, page 138.

Two Exhibits at the Business Show Recently Held in Columbia, S. C. The R. L. Bryan Co. and the Van Metre Office Supply Store. Showing Well-Known Office Furniture Lines.

TYPEWRITER DESKS AND TABLES.

CLEMETSEN COMPANY, 2608 Flournoy street, Chicago, Ill.—The "2 in 1 Clemco" Typewriter Desk. A flat top desk which may be used as either typewriter desk or clerical desk, or both. When the machine is not in use it may readily be swung out of the way inside the desk where it is protected from the dust. The typewriter is rigid when in position. February, page 92. March, page 126. April, page 112.

MARYSVILLE CABINET COMPANY, Marysville, Ohio.—Queen Typewriter Carriage and Cabinet. A device by means of which the typewriter is always level, whether in use or out of sight in the place provided for it between the pedestals of the ordinary desk or the Marysville typewriter cabinet. The typewriter carriage is carried in stock in eighteen and twenty-two inch widths. March, page 124.

NIEMANN & CO., H. C., 1801-1827 North Rockwell street, Chicago, Ill.—Typewriter Stand No. 26. Dimensions: 32 inches long, 18 inches wide, 26 inches high. Made in any standard oak finish and in birch-mahogany. Has a drawer and sliding board. Shipped knocked down flat, if desired. April, page 112. November, page 68.

ROUX, ANTOINE, Paris, France.—Flexible Table. Designed for the use of the traveling public. Is specially adapted for use on railway journeys. Is primarily a typewriter table. March, page 67.

SHELBYVILLE DESK COMPANY, Shelbyville, Ind. —The Conde Typewriter Desk. When closed has the appearance of any other flat-top. It is not necessary to clear the desk top when the typewriter is set in position. October, page 147.

TYPEWRITER PLATENS, ROLLERS, ETC.

CLIOSTYLE COMPANY, 192 West Broadway, New York.—The Cliostyle platen was designed as a non-rubber platen whose hardness and permanency are not affected by climatic conditions. It is made in different degrees of hardness and is claimed to be very durable. February, page 70.

DOWD, FRANK, 705 Schofield building, Cleveland, Ohio.—Typewriter platen core designed to reduce noise made by impact of type upon platen. September, page 82.

HUG CUSHION TYPEWRITER ROLLER COMPANY, 403-494 First National Bank building, Chicago. —Hug cushion typewriter roller has a wooden core covered with sponge rubber and a vulcanized rubber sheath. It is intended to reduce shock and noise and to give long wear. October, page 61.

WASTE BASKETS.

AMERICAN VULCANIZED FIBRE COMPANY, Wilmington, Del.—The Vul-Cot Waste Basket. Is made of a material known as "Vul-Cot Fibre." The advantages which its manufacturers claim for it are: That it will not allow small pieces of paper, or ashes to fall through on the floor; that it cannot easily be upset; that it practically cannot be worn out. February, page 122.

WINDOW ENVELOPE MACHINE.

DEVICE CORPORATION, Big Stone Gap, Va.—A machine which is claimed to enable the office boy to make window envelopes out of plain envelopes of the ordinary style. June, page 74.

WHERE IS MR. FORSHEY?

Office Appliances would appreciate information as to the present address of Clifford G. Forshey, formerly of the G.-K Office Supply Company, 401 Godchaux building, New Orleans, La.

BIG SALES CONTEST.

During November the Kalamazoo Loose Leaf Binder Company held a big sales contest which included all their agents all over the country. November was "Kalamazoo" month, and some records were broken in the selling department. At the time of going to press the returns were not yet in.

A BOOK ABOUT THE ARGENTINE.

Prospectus descriptive of "The Argentine Year Book," published by Robert Grant & Co., Cangallo, 542, Buenos Aires, Argentine Republic, indicates that the volume would be valuable to manufacturers who are desirous of increasing their business in the Argentine. The work treats of the country historically, geographically and commercially.

Let Us Print Your Campaign Letters

Combination Offer

We will Print (20 lb. Bond paper) 1000 letterheads and Multigraph 1000 Fac-Simile Letters for $6.25

500 - $4.00 5000 - $18.25

Remember, this is not cheap paper or cheap quality printing. We make a smaller profit but increase business for both departments.

Fac-Simile Letters Alone

500	$2.00
1000	3.00
2000	4.00
3000	5.00
5000	7.50

THE LAWRENCE PRESS, Inc., 123 Liberty St., New York

ENGRAVING, PRINTING AND STATIONERY

MORTON'S ODORLESS TYPEWRITER OIL

The world's best lubricant for Typewriters, Adding Machines and all delicate machinery. Chemically pure, gumless and colorless. Write to-day for free sample and prices.

MORTON MFG. CO.
Louisville, Ky., U. S. A.

Export orders given careful attention.

The Webster Binder
The Warcloud Punch
The Webster Folding Unit Shelf

The Webster Binder is a Universal Binder. It will handle every proposition that can be handled loose-leaf to advantage, at the right price.

The WARCLOUD paper punch is the most powerfu and least expensive of paper punches. It has a drive power of one ton. It will punch through armor plate.

The Webster Folding Unit Shelf is a universal unit shelf at the right price. Wherever you need shelving, this shelf will do the work and you need buy only the exact amount of shelving you need.

Webster Loose-Leaf Filing Co.
Louisville, Kentucky

BUY NO ENVELOPE SEALER Until You Try the

Sealograph TRADE MARK REGISTERED

Proven Superior to all others by Competitive Tests—Prominent Users Everywhere—Ask for Evidence.

Get the Facts
3 MODELS
Hand Power, Electric and Automatic.
Free Trial to prove its Superiority.

SAUNDERS & CO.
521 Southwest Blvd.
Kansas City, Mo.

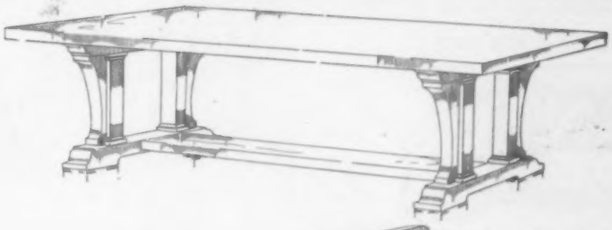
Hotel Charlevoix

Detroit, Mich.

A 200 room hotel, completely furnished and equipped. 150 rooms with private bath. An Ideal Location. Absolutely Fire Proof. Rates, $1.00 and $1.50 without bath, $1.50 up with bath.

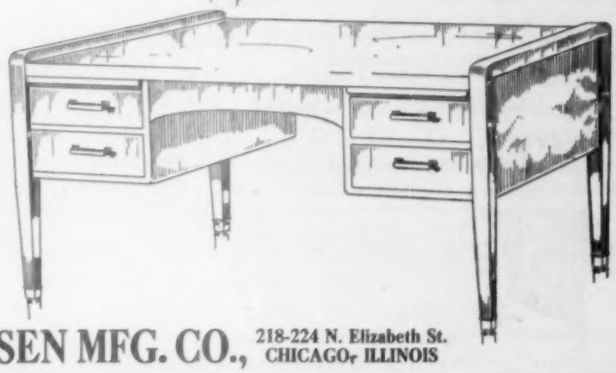
GRINNELL BROS., Props.
Rose G. Hoag, Mgr.

A Stately and Impressive Appearance



combined with elegance of proportion and perfection of finish characterize every piece in this new line.

Office and Directors' Tables in Oak and Mahogany, made to match and conform to the designs of the leading high grade office desk lines of the country.



Write for catalog

A. CLEMETSEN MFG. CO., 218-224 N. Elizabeth St. CHICAGO, ILLINOIS

Adding Machine Rolls
PERFECTED AT LAST

The Plugless Roll for Any Machine

AN IMPROVED ROLL WITHOUT INCREASED COST

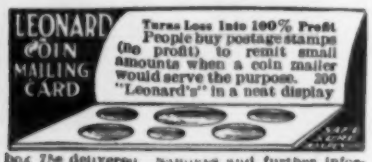
We have removed a heretofore troublesome feature in ADDING MACHINE ROLLS, by eliminating the wooden core or plug.
No uneven running of rolls due to imperfect holes in the same.
No dust or dirt on edges to clog machine.
No splices or breaks in OUR rolls. We guarantee all rolls to be perfect, and one continuous strip, full length.
Our 2 5-16-in. plugless rolls contain 250 lineal feet each.
Our rolls are made from white wove, hard sized Writing Stock, 18-lb. Folio basis.
If desired we will furnish same diameter rolls on wooden cores at the same price. Write for samples and prices.

Manufactured by
GEORGE IRISH PAPER COMPANY
BUFFALO, N. Y.

GOLD PENS
ALL SHAPES AND STYLES
Gold Pens for Jobbers and Fountain Pen Manufacturers
IMPRINT WORK A SPECIALTY

PROMPT REPAIR SERVICE
All makes Gold, Fountain, Stylographic Pens. Pencil Cases perfectly repaired and returned day received. Satisfaction Guaranteed.
GEO. P. GAYDOUL, 47 Ann Street, NEW YORK

PATENTS
Trademarks and Copyrights
Send your business direct to Washington. Saves time and insures better service.
Personal Attention Guaranteed
25 Years' Active Practice
Specialty:—Typewriting and Adding Machines
Address E. G. SIGGERS
Suite 32 N. U. Bldg., Washington, D. C.



Box 75c delivered. Samples and further information free. The Detroit Coin Wrapper Co., Harper Ave., Detroit, Mich. Toronto, Can.

CHEAP MAILING ENVELOPES NOT WANTED.

About ten years ago a manufacturer of cheap envelopes for mailing photographs and other cards announced a line of envelopes which could be sold at retail for one cent each. This plan sounded attractive, but left little profit for the dealer.

It was at that time that H. C. Lavette, patentee and sole manufacturer of Lavette's Patent Photo Mailing Envelope, sent out an announcement to the trade in which he used the accompanying picture on what he called "An impromptu speech to all jobbers and retailers."

In the announcement Mr. Lavette clearly set forth that it was possible for any manufacturer to make a cheap envelope, but that was just what the stationer did not want. "It is obvious," said Mr. Lavette, "that the volume of business on these specialties could not be increased by lowering the price. The customer who wished to mail six photographs would buy six envelopes and no more, and the transaction of six at five cents each, which not only guaranteed perfect transit for the customer and made a profitable little transaction for the dealer would, with cheap envelopes at one cent each, be made only a bother to the dealer and probably a disappointment to the customer. To handle a transaction of five envelopes for five cents with a profit of one cent was to eliminate all the profit in the business."

The little picture is reproduced after these many years because every once in a while some dealer makes some comment upon the possibilities of the cheap envelope and some envelope maker gets the idea that he may corral a very profitable business by reducing the price to minimum.

There are several good mailing envelopes on the market and that made by Mr. Lavette is one of the pioneers and has given good account of itself for many years. It has been a steady contributor to the profits of many jobbers and retailers. The price charged for the first-class envelope is none too much; indeed, it might stand a raise, and the satisfaction of the user is guaranteed. If there is to be any change in photo mailing envelopes let them be made still better if possible and sold at a price which carries a profit on the transaction.

A Picture Which Has Played a Part in Building Up the Lavette Photo-Mailing Envelope Business.

EUROPEAN DEALERS WANT BARRETT AGENCIES.

E. E. Fowler, representing the Barrett Adding Machine Company, sailed from Boston Friday, November 14, on the Saxonia for Europe, the number of foreign requests for Barrett agencies having made it necessary to send a special representative abroad.

Since this new Barrett company is hardly one year old, it was not their plan to open that territory until a later date. The unusual demand, however, indicated that now was the psychological time and hence the action was taken.

Some of the largest specialty houses in Europe have applied for these dealerships. Many of them assured the Barrett company that any reasonable agreement would be signed by them.

Mr. Fowler is a born salesman. He has represented the Barrett company in New England since 1911, holding the sales up to the top notch. His first Boston connection was in 1889 when for ten years he was manager for the largest New England mercantile retail house. Later he became connected with the National Cash Register in that same territory, but he returned to his birthplace to be advanced to instructor of the N. C. R. salesmen and later to manager of the Competition Squad.

In 1904 he returned to New England to represent the Burroughs Adding Machine Company, which position he held until December, 1911, when he joined the Barrett Adding Machine Company.

This company has just closed arrangements with Pratt & Company, Buenos Ayres, for representation in that territory. This is one of the largest office appliance houses in the world and hence the connection is considered with favor by the Barrett organization.

A BUSY MAN.

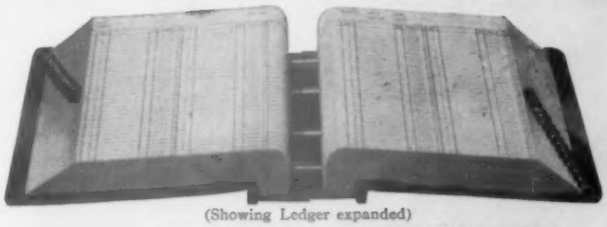
We are told that to get things done one should go to a busy man. There is good sound reason behind the statement for the man who does well whatever he attempts is a busy man because folks come to him to get things done. Then, too, the busy man is he who realizes values and knows that it pays to do things expeditiously and yet well. Many a modern time and labor saving device is on the market because some busy man saw the need for such a device and devoted his efforts to pushing the sale of the article.

GARLAND P. PEED.

As a case in point, we quote Garland P. Peed, whose picture appears on this page. Mr. Peed is salesmanager for the Post Dater-Stamp Company, with its chief sales office at 1125 Mutual building, Richmond, Va. This company manufactures the Post Dater-Stamp described in our November number. Mr. Peed, in addition to being salesmanager of the Post Dater-Stamp Company, is president and treasurer of the Underwriters Corporation, a holding and operating company with offices at 412-413 Dickson building, Norfolk, Va.; secretary and treasurer of the Card Base-Ball Company, Inc., of Norfolk, Va., and New York, N. Y., the concern which is pushing the sale of the Card Base-Ball game; president and treasurer of the Specialty Manufacturing-Sales Corporation, owners and distributors of the Reliance Copy-Liner Spacer. This is an office appliance which holds, lines, and spaces copy. It is used by a host of lawyers and expert accountants and has been accepted in the Navy Pay Office of the United States government in Norfolk.

Don't talk at random; talk to the point by the shortest route, and when you have reached your destination, stop.

THE GRAVITY LOCK LEDGER



(Showing Ledger expanded)

THE KEYLESS BINDER

LOCKS WITH STEEL BALLS—PERFECTLY AUTOMATIC
REQUIRES NO KEY FOR OPERATION
(But may be locked with a key)

Perfect alignment, speed and ease of operation are the main points considered by every manufacturer in the construction of a loose leaf ledger. The nearest to perfection in these points has been manifested in the **GRAVITY LOCK LEDGER.** If it were proven to you that our ledger may be expanded and a leaf inserted in eight seconds would you be interested? This can readily be done. No experiment. In constant use by thousands for eight years. No scratching of furniture possible. Eliminates competition and cutting of prices.

Exclusive agents wanted in every live town.

ASK FOR CATALOG "N" LIBERAL DISCOUNTS TO DEALERS

McDONALD LEDGER AND LOOSE LEAF COMPANY Successors to **J. S. McDONALD CO.**
700 FEDERAL STREET, CHICAGO

Our Business Represents a Natural Progress —Not a New Problem

For eighty-eight years we have enjoyed constant prosperity through making and selling right goods under right methods at right prices.

The head of our chemistry and experimental department has spent many years specializing on this work.

The man who superintends the actual production of our goods has concentrated on this work for a quarter of a century.

Why not stock a line of

DAVIDS' INKS AND ADHESIVES

You are accommodating your customers, gaining their confidence and performing an actual service. ALL OF WHICH YOU ARE DOING AT A GREATER PROFIT THAN THROUGH ANY COMPETITIVE LINE.

Send us a trial order and you will become one of our regular customers.

WRITE FOR CATALOG

THADDEUS DAVIDS COMPANY

Established 1825 *Oldest Ink and Adhesive Manufacturer in the United States*

Chicago Branch and Warehouse:
18 WEST KINZIE ST.

Main Office and Factory:
95-97 VAN DAM STREET, NEW YORK

NEW MACHINES AND DEVICES

Review of Recent Developments in Office Machines.

Interesting Coin Machine.

The Potter coin machines, said to be of extreme simplicity, are for use wherever money is handled, to deliver change in

POTTER COIN MACHINE—Front and Side View.

coins from one cent to two hundred dollars.

A variety of models permits of the selection of a machine particularly adapted to any certain business or institution requiring this device.

Model 17 has but twelve keys in all, which are within the natural and simultaneous touch of the figures of the right hand. Being so easily accessible, many combinations of coins may be ejected with one operation. There are no levers to push or pull. A touch operates the ejectors which immediately eject the coins desired. No intermediate action takes place. Two keys may be touched with one finger at the same time. Each key being of generous size, obviates the chance for the unintentional operation of the wrong key. This machine delivers a given amount of change in any variety desired: for example, one dollar may be had as one silver dollar, two half dollars, one half and two quarter dollars; or four quarters; or one half, one quarter, two dimes and one nickel; or three quarters, one dime, two nickels and five cents, and other combinations in infinite variety for any stated sum.

Model 20 has eleven keys and delivers change up to $5 in any desired combination.

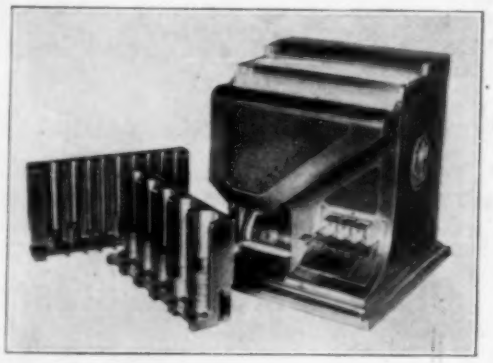
Model 21 is for use where gold coin is used extensively. It delivers change up to $200 assorted as desired. This model may be used alone or in conjunction with either of the other types.

These are said to be the only machines made which deliver change above one dollar by means of so small a number of keys —all within reach of the fingers of one hand.

The Coin Machine Manufacturing Company says that the use of the Potter Coin Machine increases the speed by reason of the simultaneous operation of a number of keys delivering change in any amount desired, and that accuracy is increased many fold. The large keys in direct touch and direct vision of the operator assure this.

Banks, paymasters, railroad and post offices, theaters, stores—wherever money is handled and detailed record is not essential—find in the Potter coin machine a most valuable assistant.

This machine in its various models is but one of the results of years of effort by



POTTER COIN MACHINE—Coin-holders removed.

T. Irving Potter, president of the Coin Machine Manufacturing Company, Portland, Oregon, in developing coin handling devices.

He has developed several machines which are unsurpassed for specific purposes, but with the completion of the coin machine he believes that the ideal has been achieved in this direction.

Interest-Computing Device.

A Hungarian citizen, according to a report from Vice Consul General F. E. Mallett, Budapest, Hungary, has invented an instrument which shows instantly the amount of interest due on any given sum for any period at any given rate of interest. The instrument, which is made in the size and shape of a watch, has a very simple construction, and all that is necessary to operate it is to place the hands in the proper position on the dial and the exact amount of interest in each case is indicated on the face of the instrument. The instrument is inexpensive and its usefulness is apparent. The inventor (whose address may be had from the Bureau of Foreign and Domestic Commerce) has applied for the American patent.

A Novel Electric Package-Tying Machine.

By Frank C. Perkins.

The accompanying illustration shows a novel motor-driven package-tying machine designed at Chicago, Ill. It is said to be a great labor-saving device, as letters as sorted in city postoffices are tied up according to towns into packages, each marked with its destination.

A given piece of mail between post box and carrier's bag may thus form a part of several packages, each of which has now to be tied by hand. It is held that a clerk can tie up about six such packages a minute, but the motor-driven machine illustrated herewith is capable of handling thirty-two per minute, tying each package firmly with a double loop, hard knot, which is proof against slipping. A ⅛-h. p. electric motor drives the device, first applying compression to hold the letters in place while being fastened. There is a lever actuated by the operator's wrist which controls the starting

Motor-driven Package-tying Machine for Postoffices.

of the machine while the hands continue to hold the package in position. It is claimed that fifteen hundred packages in an hour

Cutler Any fundamental type of scientific, commercial or professional filing may be had in these desks. Every clerk, office manager, department head, salesman, doctor or lawyer must have an orderly receptacle for indexed cards or documents, bill-heads, commercial reports or catalogs ,etc. Cutler

This type of desk combines a handsome and durable piece of furniture with the most practical and economical interior.

A multitude of combinations, inexpensive and simple.

All files interchangeable and priced alike.

Economy of space, of time, of effort and of money is hereby made possible.

Write for catalog and agency plan.

Adjustable File Desks

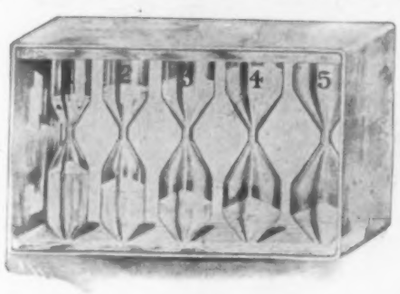
INTER-INTER—Licensed by The Macey Co., under Tobey Patent, June, 1907.

Cutler Desk Co., (1824) **Buffalo, N. Y., U. S. A.**

Where System and Economy Prevail

there men immediately realize the value of the S. & R. Telephone Timer and are daily opening their check-books to prove it.

"IT WORKS WHILE YOU TALK"



THE S. & R. TELEPHONE TIMER

enables you to keep an accurate check on toll charges and times your telephone conversations.

The little sand-glasses give you accurately periods from one to five minutes, and the pretty oxidized-copper frame in which they rest doesn't take up the space of a memorandum pad.

If you have seen it you'll want one. If you'd like our descriptive booklet please write for it.

The price of the S. & R. Telephone Timer is $2.00 direct, by parcel post.

For dealers and agents whose territory has not yet been assigned we have a good proposition. If you are interested let us hear from you.

SPEARS & RIDDLE COMPANY
WHEELING, W. VA.

Tri Mee

For Punching Sheets for Memo Books

PATENT APPLIED FOR

Punches three round holes, ⅛-inch diameter, each ¾-inch between centers.

An adjustable side gauge, fitted with stops at proper distances between centers, permits the accurate punching of additional holes when required.

Maximum distance from center of holes to binding edge of sheet, 5/32 inch.

Base, 5 x 3½ inches, handsomely finished in apple green. Trimmings nicely nickel plated.

THE SAM'L C. TATUM CO.

Main Office and Factory: Cincinnati: Ohio

New York Office: 180 Fulton Street

Makers of the "Line of-True Merit"

have been tied by one of these machines, the piles ranging from five or six letters to seventy-five in each, and as soon as they are tied the packages are automatically swept into a basket at the side, and the machine is ready for another operation.

There is no cord wasted by the machine, thus effecting a saving of 40 per cent over the amount required for hand tying. These machines are said to be now on test by the postoffice department at New York, Chicago and other offices.

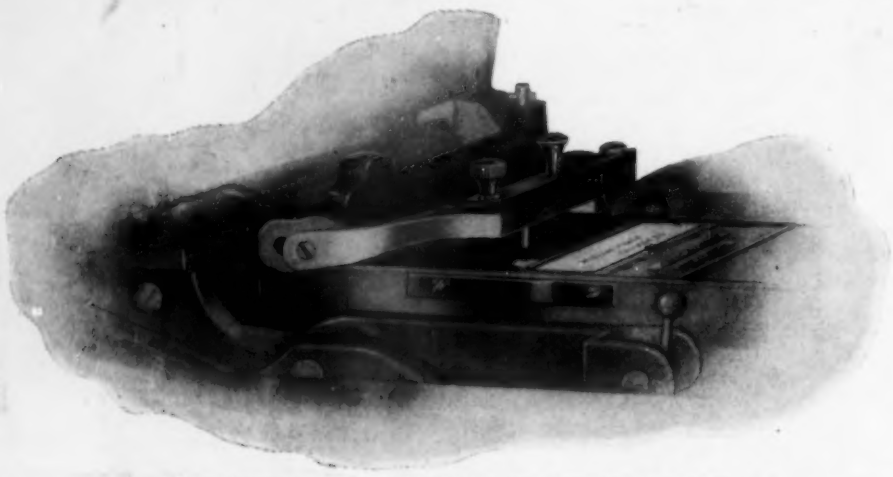
Automatic Selecting Device.

The Automatic Selector Addressograph was first presented to the public at the recent Chicago and New York business shows. At each of these efficiency expositions it was one of the sensations. Visitors at the display booth expressed their wonder at the rapidity with which this machine automatically selected several different classifications in the mailing list and passed out through the machine those plates from which no impression was to be taken.

In order that a clearer idea of the working of this most modern mechanism may be gained by our readers, we illustrate on this page that portion of the machine which selects the address plates. The address plates used in the Addressograph, as most of us know, have twelve sockets at the top of the frame into which sub-dividing tabs can be inserted to designate the different classifications. By referring to the illustration, it will be noticed that the contact bar of the Automatic Selector Addressograph is shown with one contact point in position. The address plate is passing through the machine immediately below the contact bar. This plate carries a sub-dividing tab in the first position. The tab is directly below the contact point in the contact bar so that an impression will be taken from that plate because the automatic selecting is accomplished by the contact point touching a tab in the address plate. Address plates in classifications not to be addressed are not touched by the contact point so that while they are passing through the machine the printing platen is in a position of rest. Address plates in the desired classifications cause the printing platen to swing forward and cause an imprint by contact with the address plate.

One of the most desirable features of this machine is that it enables the user to combine all lists since tabs can be placed upon from one to twelve positions on the address plate to indicate classifications. Contact points can be put in an equal number of positions on a contact bar. If desired, special tabs and selectors can be furnished which will permit of as many as twenty-four distinct classifications.

Having all the lists combined in this manner, saves a great deal of time and labor in referring to individual names and keeping the lists alive and up to date at all times.



ADDRESSOGRAPH AUTOMATIC SELECTING DEVICE.

This machine is an invaluable aid to the advertiser, for it makes possible concentrated, intensified, straight-to-the-mark advertising—the kind of advertising that produces results—makes sales.

Insurance companies, publishers and concerns engaged in similar lines of business can automatically select either policy holders whose premiums are due on a certain month or expired subscriptions, etc.

When the Addressograph was first placed on the market some twenty years ago, it was offered to the commercial world as merely a machine for rapidly and accurately addressing envelopes and post cards. Now, as a result of years of study and application, it is a complete system for economically and efficiently handling office routine and increasing sales and profit The users of this machine number over 40,000 in 255 distinct lines of business.

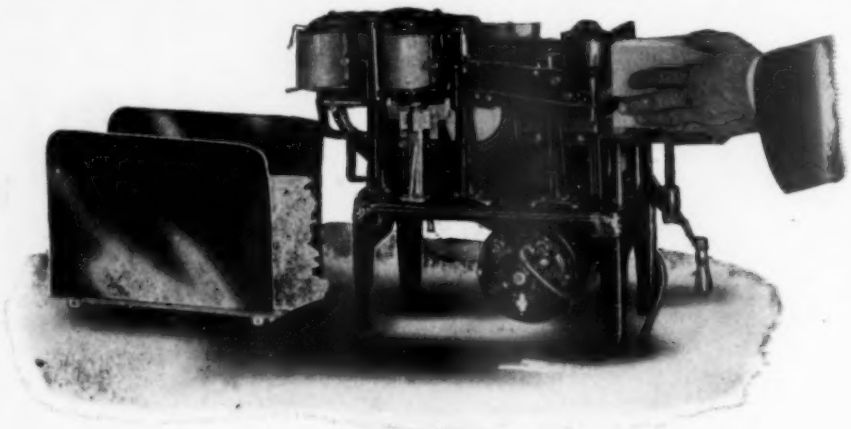
An Addition to Office Equipment.

The Ireland & Matthews Manufacturing Company, Detroit, Mich., has put on the market another interesting specialty, a self-righting cuspidor, number 35. This is made from the best quality of brass, and is packed in a strawboard box ready for delivery to the customer, although it stands almost five inches high and has a flange seven and a half inches in diameter it weighs but one pound. From the utilitarian standpoint the self-righting feature will appeal to the trade and as for its appearance, it is all that may be desired.

A New Type of Envelope Sealer.

The progress of the "Sealograph" envelope sealing machines, manufactured by Saunders & Company, Kansas City, Mo., has been, during the last year, not only in the embodiment of perfected minor details of construction in their well established devices, but in extending its field of utility and operation. For instance, the company has put upon the market during the last year a new model of the Sealograph, the pay-envelope Sealograph, a cut of which we print herewith.

This machine is designed to handle pay-envelopes, such as are used by large concerns. One of the first of these pay-envelope machines was built by Saunders & Company at the special request of the Victor Talking Machine Company to handle their pay roll of 5,000 individuals per week. This machine met with such success that the pay-roll Sealograph is now built as a regular model. It seals securely pay-envelopes containing currency and coin. This pay-roll Sealograph will also handle regular correspondence envelopes of any kind or size. It is electrically driven and is completely equipped with motor, switchcord and plug, all ready for attachment and use. The equipment also comprises a handsome



THE PAY-ENVELOPE SEALOGRAPH.

metal stacking tray mounted on rubber feet. The price of this machine is very moderate and well within the reach of all modern, up-to-date offices.

A request for additional information with regard to this novel envelope sealing machine will meet with a cheerful response from Saunders & Company, Southwest boulevard and Penn street, Kansas City, Mo.

Paper Fasteners Boxed Anew.

Improvement in put-up is often only one degree less important than improvement in goods. An illustration of this point is exemplified in the new box for paper fasteners adopted by the Dennison Manufacturing Company.

The metal box has given way to a well-made, smooth finished cardboard slide box.

Three distinct advantages account for the

DENNISON PAPER FASTENER IN NEW BOX

favor with which it is received. The contents will not spill. The edges will not cut or scratch the fingers. The gray box with blue and white label is an article in accord with similar Dennison merchandise.

All paper fasteners from No. 1 to No. 4, flat, round and self-piercing, will hereafter be sold in these new boxes. Put-up will be the same, viz., 100 fasteners in a box 10 boxes in a carton. The trade will undoubtedly see the advantages of this step and appreciate the improvement.

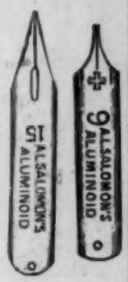
A New German Portable Typewriter.

The German press recently announced that H. R. H. Prince-Regent Ludwig of Bavaria had received the one-hundred-thousandth Adler typewriter manufactured by the Adlerwerke vorm. Heinrich Kleyer A. G., Frankfort-on-the-Main, Germany. This company, in line with its progressive policy, put on the market about the same time what is styled in English speaking countries as the "Adler Traveling Model" and in German speaking lands as the "Klein Adler," that is, the "Little Adler."

This machine is designed not only for the use of the traveling public but for professional men, military men, and business men who wish to typewrite their own correspondence. In this portable model, constructed almost entirely of hardened steel, the manufacturers have endeavored to embody all the good qualities of the larger Adler, and the result is a typewriter the dimensions of which are about 10½ inches, by 10 inches, by 4½, and which weighs only a little over ten pounds.

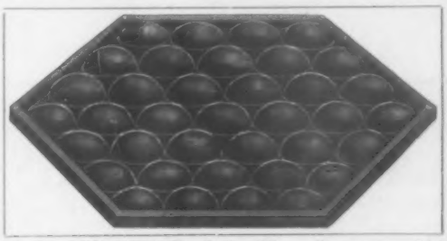
Owing to the fact that the new tariff

You'll Never Know
What comfort in writing is,
Until You've Tried
ALUMINOID PEN



Samples sent upon application.
A. L. SALOMON & CO., Makers, 345-347 Broadway, New York

"Presto" Coin Mats Save Time—Avoid Trouble



INVALUABLE for the store, office, counter, or paymaster's or teller's window.
MADE of best grade gum rubber. Never slips, cracks, hardens, or loses its life. Cups adhere to any smooth surface. No prongs or ribs to break or be pulled off. Coins easily picked up from any part of mat.
RETAIL PRICE 60c POST PAID
STATIONERS, write today for literature and attractive discount in quantities.
H. H. HELLESOE, Sole Manufacturer, 2444 Aislie Street, CHICAGO, ILLINOIS

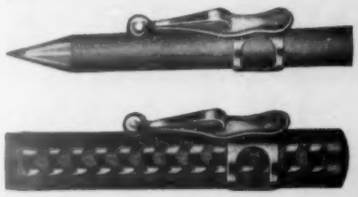
I AM THE WAX STENCIL & INK MAN
STENCILS—INKS—DUPLICATORS MY SPECIALTY
WAX STENCIL PAPER (all sizes), a little better quality for a little lower cost. Wax the right temper, paper absolutely uniform, the right strength and thickness. Must please you or money back quick. Send for samples and prices.
INKS (all colors). The finest, smoothest, clearest inks to be had. Never fade, spoil or leak from the can. Quick drying and bright colors. Put up in 1, 5 and 10 pound cans. Perfect satisfaction guaranteed. Test can on request. Mention color wanted.
DUPLICATORS (all kinds), flat pans or composition films. Any size, any price. Each the best of its kind. I guarantee quality first, then price. My new Eureka Clay Composition is the best duplicator, bar none. Any size up to six feet square. No gelatin, no glue. Heat and cold do not affect it. Outwears gelatin 10 to 1.
DEALERS—STATIONERS—TYPEWRITER MEN
Send for samples, circulars and prices on quantity orders. I protect you in the market, in the quality and on a contract in advances in price.
T. A. HEYER 116 N. La Salle St. CHICAGO, ILL.

The Advertised
RUSH-ERASER
You can realize profit on our Consumer Education in magazines like
Write for our proposition. We will send description of Store Sign and Counter Display Box.
Saturday Evening Post
Cosmopolitan
Hearst's
System
This is one of our magazine ads.
THE RUSH-ERASER CO.
820 S. A. and K. Bldg. SYRACUSE, N. Y.

ErasesInk Quick
And Leaves Paper Smooth
An entirely new way. No rubber, acid or blades—its secret, flexible diamond brush in an adjustable aluminum and silver holder
Indispensable to Typists, Bookkeepers, Bankers and all Users of Pen and Ink.
RUSH-E-RASER
Lightning Ink Eraser
Fully guaranteed. Will be sent postpaid for 50c and name of your stationer.
Dealers and Side-Line Men Please Write. Elegant Display Sign in Gold and Silver for the Trade.

The RUSH ERASER CO., 820 S. A. and K. Bldg., Syracuse, N. Y.

"FAULTLESS" Pen and Pencil Clips
GUARANTEED
Made in three sizes—Pencil, Medium and Large Pen sizes. Mounted three dozen on a card in any assortment desired.
Finished in Ebony black, which is new and exceedingly durable. Heavy bright nickel. Electro gold plate.
For neatness and practicability this clip has no equal.



L. D. VAN VALKENBURG, Manufacturer
HOLYOKE, MASS., U. S. A.

SURELY IT'S WORTH MUCH TO YOU

to know that you can not only supply your customers' needs but can do it in such a way as to make friends of those to whose wants you cater.

As a case in point take our line of

Sterling Desks

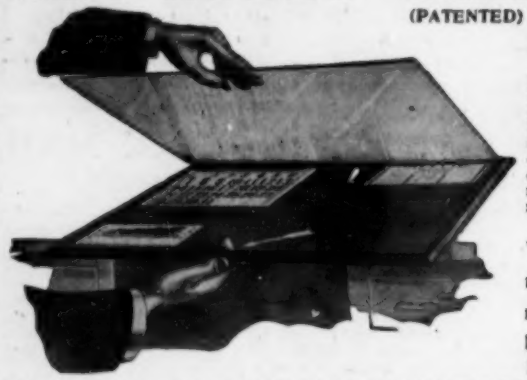
From this line you may choose any or all of the types of desks which your trade uses, and you make a friend with each desk you sell.

You are on the watch for increased profits. Then why not send now for our catalog which points the way toward greater profits? The address is

STERLING DESK COMPANY GRAND RAPIDS, MICH.

THE ROSCO GLASS DESK PAD

(PATENTED)



As necessary as a desk. A glass plate that can be lifted as easily as your hat. An ornament and a utility combined. Sanitary and economical.

The ROSCO GLASS DESK PAD consists of a glass plate fitted into a flanged frame. A hole in the bottom of the pad permits the insertion of a finger to lift glass, and there is NO SUCTION or DISTURBANCE of Papers when glass is lifted or lowered. The flanges protect edges of glass from contact and are bound in the heaviest and finest quality of leatherette, in finishes that beautifully match light oak, golden oak, weathered oak and mahogany desks.

Its originality attracts attention everywhere.

Desk Dealers and Stationers will find this a profit maker.

Write for complete descriptive matter and prices now.

Ravenswood Office Specialties Company
1471 Irving Park Blvd., Chicago, Ill.

A New Eye Shade

As Light as a Feather

Made of celluloid, bound all around, buckles in the back—no pins to catch in the hair.

This shade positively protects the eyes from troublesome side lights which so often result in eye disorders.

Retail Price 25 Cents

ASK YOUR JOBBER FOR THEM
SOLD BY ALL FIRST-CLASS JOBBERS

CHICAGO EYE SHIELD CO.
134 South Clinton St. CHICAGO, ILL.

FINE GOLD PENS

Pens for fountain pens and imprint work a specialty.
EXPORT TRADE DESIRED.

Manufactured by
ACME GOLD PEN CO.
ESTABLISHED 1884
35 Ann Street, New York

IF YOU WANT TO KEEP POSTED

on all that's new, and all that is going on in the field of Office Equipment, subscribe to

OFFICE APPLIANCES

Subscription price, $1.50 a year. Trial subscription, 4 months for 50 cents

THE OFFICE APPLIANCE COMPANY
PUBLISHERS
417 South Dearborn Street :: CHICAGO, ILL.

schedule provides for free importation of typewriters, German manufacturers are making preparations to invade the American market. The Adlerwerke are confident that their machines will find a ready market in America and wish to get in touch with responsible parties who feel inclined to devote themselves to a selling agency for the Adler typewriters. Persons or firms interested may address the Adlerwerke vorm. Heinrich Kleyer A. G., Frankfort-on-the-Main, Germany.

A Popular English Typewriter.

Office Appliances is in receipt of a catalogue describing the most recent model of the Imperial typewriter, which is manufactured by the Imperial Typewriter Company, Limited, Leicester, England. This machine was introduced upon the English and Continental markets in 1907, and since its introduction it has been much improved and perfected in various details of construction.

In appearance and mechanism the Imperial typewriter differs materially from most of the well-known machines on the market. The keyboard, consisting of three rows of keys, occupies a semi-circular position just above the base of the machine. The type-bars and type-basket for their reception when at rest stand in a perpendicular position, the stroke of the type being downward upon the platen, which lies horizontally at the back of the machine.

The Imperial typewriter is a moderate priced visible writing machine, the regular model with 9½-inch carriage selling in Great Britain for the equivalent of about $50, or a little less—10 pounds, to be exact. The wide carriage model brings about $15 more than the regular model. Nothwithstanding the fact that the Imperial is sold at a moderate price, its manufacturers claim that for practical speed, durability and excellence of work, this machine is the equal of any typewriter on the market. In explanation of the price at which it is possible to sell this typewriter, its makers state that its comparatively limited number of parts and simplicity of construction make it possible to build this machine and assemble it at a minimum of cost.

The factory of the Imperial Typewriter Company is situated but a few miles from Sheffield, England, the home of the famous Sheffield steel products. All of the steel which enters into the construction of this machine is made at Sheffield and is of superior quality—the best, the makers claim—that can be obtained by them for their purposes.

The Imperial Typewriter Company, Limited, claim for their product great speed, combined with durability; a light and elastic key action; exact, perfect and permanent alignment; positive and convenient adjustments, and all of the other practical

advantages and conveniences offered by other machines.

The Imperial in its regular model weighs but fourteen pounds. In either model the keyboard and type-bars may be removed and another set substituted in a moment's time; thus one may change from one style of type to another or from one language to another with little expense, comparatively, since extra type carriers and keyboard equipments cost about $25 each.

The Imperial is a double-shift machine, one shift being for capital letters and the other for figures and extra characters. Three periods, three commas and three hyphens are provided, one for use when writing regularly with lower case letters; one for capital letter shift and the third for the figure shift.

The carriage has but one movement—a lateral one across the machine and back, the shift from lower case to capitals and figures being accomplished by the movement of the type. Another characteristic of the machine is its short key-levers.

The arrangement of the keyboard on the Imperial typewriter is according to the Universal system in use on standard machines. There are 28 to 33 keys, with two shift keys on each side of the keyboard. The space bar is curved, but occupies the same position as on other machines and has recently been made longer, but lighter in weight. The type include the standard letters used upon other machines. Paper of the regular size used in business correspondence may be used on the regular model, but wider paper on the special model. The ribbon mechanism is of the automatically vibrating type, with shift mechanism to provide for two colors. A two-color ribbon one-half inch wide and ten yards long is provided with each machine. The vibrator may be released, pushing the ribbon out of the way of the type when the machine is to be used for cutting stencils. The machine is said to be an especially powerful manifolder. Ribbon spools are so placed as to be conveniently accessible, and new ribbon may be adjusted quickly and conveniently. The bell is automatically adjusted to give warning at the end of long or short lines. Adjustable marginal stops are provided, and it is said to be impossible to batter the type on the paper fingers, either at the beginning or the end of a line. A release lever is provided for throwing the automatic line-spacer out of action, permitting the operator to adjust his paper by turning the platen so as to write on ruled lines or exactly in blank spaces.

The Imperial typewriter contains still other desirable features, and the manufacturers invite correspondence from dealers in the United States and Canada, to whom full particulars will be immediately forwarded.

A New Typewriter Desk.

C. H. Hart, a manufacturer at Findlay, Ohio, has just perfected a new typewriter desk, which he claims operates on an entirely new principle. Mr. Hart has for some time been making typewriter desks for commercial colleges, and in the process of manufacture has worked out a new hinge principle which he has had patented. This hinge not only serves to bear the weight of the typewriter bed and raise it when the top is lowered, but serves also to lock the bed into position. The operation of the desk is similar to all well-known makes. The mere act of opening the desk to the fullest extent automatically locks the typewriter bed, so that it will bear any reasonable amount of weight in any position. The advantage of this is found in the fact that no amount of weight placed back on the typewriter bed will cause the raising of the top and the depression of the typewriter bed itself. A further advantage claimed is the dustproof construction. When closed the bed rests upon felt strips, and closes practically airtight. The hinge is entirely disappearing within the body of the desk itself, so that no openings

THE HART TYPEWRITER DESK.

Greater Results From YOUR Time and Efforts

You can secure maximum results *from yourself* through the application of a simple, practical, inexpensive system. By using the

EFFICIENCY MEMO SYSTEM

you need not lose important thoughts or suggestions which occur to you when you are in or out of the office. The system thinks for you—preserves valuable information—keeps addresses up-to-date—is a personal cash book—and can be put to countless uses.

Fits Into Any 3x5 Filing Cabinet

The Efficiency Memo System consists principally of a vest pocket wallet with a 3x5 pad and an instruction book. Make notations on the pad as the thoughts come to your mind, and later file the sheets in your regular or special files for ready reference. No recopying or any bother is necessary.

Manual of Instruction

This is a book comprehensive in information contained. Its drawings, photographs and reading matter show how successful methods of other men can be adapted to your needs. This book represents ten years of careful development.

Price $1.00

This includes the manual, goat skin wallet and pad. Send remittance with order today. If the Efficiency Memo System does not meet with your entire approval return it and we will gladly refund your money.

CHAS. R. WIERS

631 W. Delavan Ave., Buffalo, N. Y.

STATIONERS Stock and feature the Efficiency Memo System. It is a rapid seller and is particularly adapted for sale in the stationery store. Write for discounts.

Your imprint on the goods

Mr. Stationer, will bring the repeat orders to *you*. That's how we help you build your business on a firm and stable foundation. We print your name and address on every article you order and our own name does not appear.

FiberstoK Envelopes

are of a quality you will be proud to have your name on, a quality that will bring your customers back for more—back to *you, guided by your imprint.*

Send for catalog, with discounts, of our complete line of expanding envelopes, file pockets, folders, etc., in FiberstoK, manilla and sulphite.

NATIONAL ENVELOPE CO.
34 E. Allen Street, Philadelphia

Go After the Council

They must file their proceedings some way. That means binders. Get their orders. The

Barrett Congressional Binder

is the standard for filing records of proceedings. Used by legislatures, councils and other deliberative bodies everywhere. Capacity absolutely limitless. Any size and grade of finish. Liberal discounts.

Write for Free Bulletin.

BARRETT BINDERY CO.
726 Federal St. CHICAGO

are left through which dust can enter.

Mr. Hart, who is into the field, is making these desks in his own factory, and is building each desk along the lines of modern construction.

Mr. Hart is seeking dealer agents throughout the country, and will welcome correspondence with all interested. Circulars and full information may be had from C. A. Hart, 520 Main street, Findlay, Ohio.

HANDSOME ADVERTISING BOOK.

A fine publication of about sixty-eight pages has been received from the Grand Rapids Show Case Company of Grand Rapids, Mich., presenting in text and half-tone illustration the many uses of their fine line of fixtures for stores.

These fixtures include show cases for all manner of goods, wall cases, cabinets, etc. The publication referred to is very striking indeed. The pages are large and all illustrations are very clear. Merchants who may be interested should send to the Grand Rapids Show Case Company for a copy.

ON DOMESTIC INFELICITY.

One noted authority states that most domestic infelicity has its origin at the table during meal time. We can't very well cut out the meals so we must look to some more propitious method of prevention.

And that's where the Weis Recipe Index Cabinet comes in.

It is a practical filing outfit for recipes, it isn't a "cook book"—it contains no recipes. It gives the housekeeper a systematic method (and an incentive) to save her recipes, not only for the daily meals, but for the canning and preserving season as well.

The boxes are of the regular "midget" construction—corner locked with low cut front and hinged cover. There are 23 guide cards, printed Bread, Confections, Roasts, etc. On the 100 horizontal ruled cards (3x5) the recipes may be written or the clippings pasted.

For Christmas gifts these are put up in poinsettia and holly paper, artistically tied with bright red ribbon and with a gift card, encased in waxed tissue paper to preserve the freshness of the delicate holly paper.

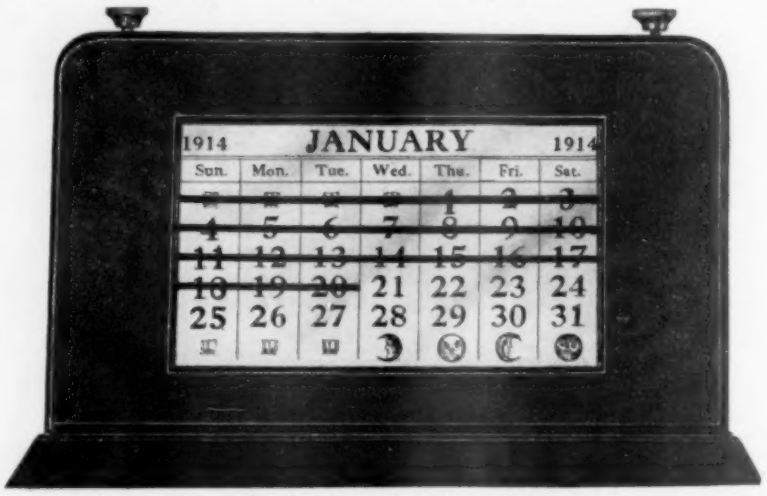
One opened in the show window—with a couple wrapped as described and accom-

WEIS CARD FILE FOR RECIPES.

panied by some of the window cards Weis supplies, will result in sales. Interested dealers should write to the Weis Manufacturing Company, 162 Union street, Monroe, Mich.

THE UP-TO-DATE CALENDAR.

This is the name of a clever, useful device for the desk, just being marketed by the Tower Manufacturing & Novelty Company of New York City. It is unique in the field of calendars, and is said to be a real convenience to those who are prone to forget the day and date of the month. With the "Up-to-Date" one cannot be mistaken, because a bright red line mechanically passes through and cancels the past date, and at the end of the month the red canceling line is mechanically returned ready to serve one for the new month, for the whole year, and many more following. The "Up-to-Date" calendar is substantially constructed inside a handsome leather covered case, and may be had in several shades of leather, also in genuine quartered oak and solid mahogany. It is a handsome device which will lend grace and refinement to any desk or room where it is displayed.



THE TOWER UP-TO-DATE CALENDAR.

MANUFACTURING A PUNCH AND DIE.

Stencil machine users will no doubt be interested in this brief description of the manufacture of punches and dies as exemplified by those used in the Ideal stencil machine.

The accompanying illustration shows a punch and die for the letter E. The punch,

PUNCH AND DIE FOR IDEAL STENCIL MACHINE.

the upper figure, is made of three parts electrically welded into one piece. First the head and shank are welded together, and then the letter, which has been cut from the die, is welded to the head. This construction, the manufacturers claim, makes a punch capable of standing great strain.

The die, after being punched, is filed to provide a clearance so that punchings will not clog the opening and make cutting difficult. Then the die is case-hardened, and, lastly, fitted to the punch, which must retain its cutting edge and yet work freely in the die. Cutting edges, as will be noticed from the illustration, are hollow ground.

ENVELOPES WITH DEALERS' IMPRINT.

The National Envelope Company of Philadelphia are furnishing goods to dealers under the imprint of the dealers who desire such service. "Fiberstok" goods are this company's leader, but their line of manila and sulphite envelopes is also very complete.

The products of the National Envelope Company include flat and expanding envelopes, box and crushed wallets, file folders and banking accessories. This progressive concern holds high ideals of quality and the results of their policy have been gratifying to the management of the company.

WILSONS WINTER IN FLORIDA.

Ralph B. Wilson of the Wilson-Jones Loose Leaf Company, Chicago, has taken Mrs. Wilson and their children to Eustis, Fla., where they will spend the winter, and where, it is expected, Mrs. Wilson will recover her strength. Mr. Wilson will remain with them some weeks.

Dealers Wanted in Every Town and City

To Sell Fox Typewriters on Commission

Typewriter Dealers, Office Supply Men, Bank Cashiers, Hardware and Furniture Dealers: How would you like to take up the sale of the Fox Typewriter exclusively in your section?

We would furnish you with advertising, refer all magazine inquiries to you, send typewriters for trial to your customers and you could pay us for this stock either in all cash or in monthly installments.

Write us just how much territory you can cover, whether you are prepared to pay cash for your stock or would want us to handle all your sales for you on the payment plan. Let us know if you have a prospective customer in view.

Shall we send a representative to call on you, or do you prefer we should answer your reply by mail.

In replying mention Office Appliances for December.

Fox Typewriter Company
3112-3122 Front Avenue, Grand Rapids, Michigan

FROM THE DECEMBER OFFICE APPLIANCES
Name .....
Address .....

Barnes of New York **DESKS** and **Office Furniture**

Stationers and the Trade supplied at wholesale rates.

Send for Catalogue O.

This desk, 4 feet long, Sanitary, Solid Oak, acked F. O. B. New York,

$18.00 Net Cost

Sectional Office Partitions finished ready to set up. Send diagram of layout. We do the rest. Any carpenter can set it up.

Stationers, add to your income by taking orders.

Walter F. Barnes Co.
372 Broadway
Phone 1066 Franklin **NEW YORK**

Trial Subscription
4 Months 50c

Office Appliances
The Magazine of Office Equipment
303 Dearborn Street
CHICAGO

INDEX CARDS
GUIDE CARDS
FOLDERS
MANIFOLD PAPER

TYPEWRITER PAPERS
50 Different Lines
Let's get acquainted—WRITE
A. S. LANDSBERG
29 Beekman St., New York City

Your Manufacturing Problems Simplified

¶ We will take your article, develop and improve it, design and make the tools and special machinery for its manufacture. We will produce it for you *in our factory*, or design and make a complete equipment of jigs, fixtures, dies, etc., for its production *in your own factory*.

¶ Our tool department is peopled by 300 expert designers and tool makers.

¶ Consult us regarding your proposition. Our advice will be valuable to you.

The Taft-Peirce Mfg. Co., Main Office and Works: **Woonsocket, R. I.**
NEW YORK, 165 Broadway DETROIT, 1311 Majestic Bldg.

Interesting English Devices.

W. H. Hilton & Co., patentees and manufacturers of modern office appliances at Rochdale, Lancashire, England, are making and marketing among their leaders three

FRANK WILSON, Managing Partner, W. H. Hilton & Co., Rochdale, England.

special letter filing devices, the Rotax, the Kismet and the Verotax. The Rotax file opens by a pull upon the cover, while a slight pressure upon the outside firmly grips from one sheet to two hundred sheets without perforation. The Kismet file is another simple gripping mechanism without perforation, while the Verotax is the company's latest improved lever arch pattern with perforation.

W. H. Hilton & Co. believe that the first two specialties will appeal particularly to American office equipment houses, and they desire to bring these lines before dealers in this country. Houses in a position to handle such specialties are requested to communicate at once with the publicity department of Messrs. Hilton & Co., whose manufacturing staff is being constantly augmented to care for the increased demand at home and abroad. The company's traveling sales staff has been recently increased by the appointment of George Stanley Whitehead as resident London salesman and manager. Mr. Whitehead comes from Cologne, Germany, where he lived for some years.

Harold O. Wiles of H. O. Wiles, Ltd., Customs street, Auckland, New Zealand, has taken a three-years' contract with Messrs. Hilton & Co., while J. Aschheim of Sacke's building, Johannesburg, South Africa, has been appointed the firm's representative for that country.

The managing partner of W. H. Hilton

ROTAX BINDER IN USE.

& Co. is Frank Wilson, whose portrait is presented herewith.

A HILTON FILE.

EDWIN I. BAER A BENEDICT.

The following wedding announcement, handsomely engraved, was received last month:

"Mrs. Jeanette S. Weil announces the marriage of her sister, Miss Belle Strauss, to Mr. Edwin I. Baer, Monday, November 10, Cleveland, Ohio."

Mr. Baer is senior member of the well known Baer's office equipment house at Canton, O., one of the best known and most successful establishments of its kind in the United States. He is a man of cool judgment, keen mind and genial and pleasing personality. Baer's is the Mecca for all office appliances men who visit Canton, where Edwin I. and Leonard A. Baer never fail to extend the most cordial hospitality.

Commercial stationers and other members of the office equipment fraternity, and their wives look forward with pleasurable anticipation to meeting both Mr. and Mrs. Edwin I. Baer at future national conventions. Mr. Baer and his brother, Leonard A. Baer, and Mrs. Leonard A. Baer are already members in good standing of the great order of office appliances, and it is hoped that the most recent member of the Baer family will be present with the others at the Philadelphia convention next October, where she may be sure of a hearty welcome and a good time.

SEDDON TAKES NEW POSITION.

Harry I. Seddon, who for fourteen years has been connected with the Remington Typewriter Company, has left that organization to take up new and important duties

as general sales manager for the U. S. Steel Furniture Company of Syracuse, N. Y. Those who know Mr. Seddon know that he has the ability and experience to make a success of whatever he undertakes.

Mr. Seddon for the last two years was the Remington manager at Portland, Ore., and as an evidence of the high esteem and regard the employes of that office had for him they presented him with a handsome watch fob, with his name and address, Portland, Ore., engraved on it so that he will never forget the "City of Roses," or the loyal friends he had there.

From cheap goods you naturally expect, and will receive cheap service, and the same rule will apply to salesmen.

The man who is disappointed by inferior, unreliable carbon copies will never be as good a customer as the man who gets clear, permanent copies from

TRADE MULTIKOPY MARK

Carbon Paper

Write for selling proposition guaranteeing you against loss

Best Quality: One sheet good for 100 letters; wonderful manifolding power; a black and blue that *never* fade; no smudging; extreme sharpness and clearness; perfect uniformity; never changes in stock; never dries out.

Best Advertised: MultiKopy is practically the only advertised carbon; it is the only carbon that, year in, year out, is persistently advertised in the great magazines that are read by your customers.

Best Seller: MultiKopy was the world's best-selling carbon paper even before we began to advertise it.

Best Profit: MultiKopy Carbon Paper's great sales and fair price give the greatest *volume* of profit.

Star Brand Typewriter Ribbons. Have you seen our No. 3477 permanent black record ribbon? It is a wonderful trade builder. Let us send particulars.

F. S. WEBSTER CO.
338 Congress Street Boston, Mass.

New York, 114-118 Liberty Street
Chicago, 14 North Franklin Street
Philadelphia, 908 Walnut Street
Pittsburgh, 830 Park Building
London, E. C., 67 King William Street

Berlin, Friedrichstrasse, 60
Vienna, 111 Paracelsusgasse, 6
Budapest, Hungary
Copenhagen, Sotorvet 1 and 3
Stockholm, Sweden

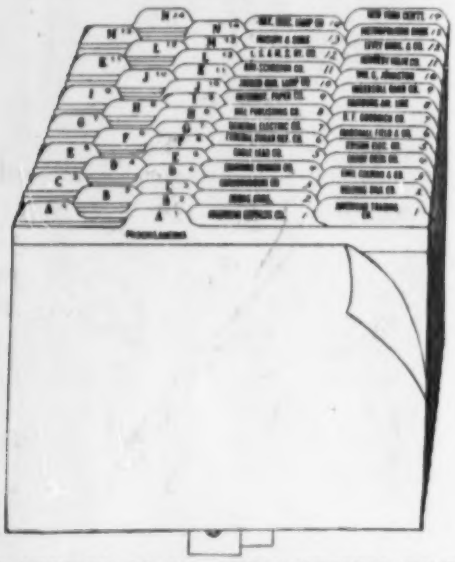
Rotterdam, Zuidblaak, 64
Ghent, Belgium
Krakow, Poland
Moscow, Russia
Gossnitz S/A, Germany

Paris, 10 Rue Saulnier
Barcelona, Calle Universidad, 106
Milan, Via Principe Umberto, 5
Tokyo, 3 Kajicho Kanda

For Convenience in Filing.

It is readily conceded that the alphabetical system of filing possesses certain advantages over the numerical system and the numerical system in turn has its peculiar and distinct advantages. The Wabash Cabinet Company, of Wabash, Ind., has put upon the market a filing system which it claims combines all the advantages of both alphabetical and numerical systems of filing, and hence the system has been named the "Alpha-Merical."

We show herewith a cut illustrating the



A SECTION OF AN ALPHA-MERICAL FILE.

first half of a twenty-five division Alpha-Merical system. It is claimed for this form of indexing that it enables one to file and find papers either by name or number with but one set of indexes; that it keeps papers from large correspondents all together in one pocket with the latest paper always on top; that small or miscellaneous classifications are filed separately and may be found by name or number.

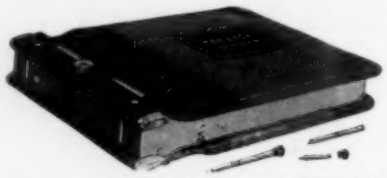
In fact, The Wabash Cabinet Company believes that its Alpha-Merical system combines all the features desired for filing and will be pleased to explain further to interested persons.

Three New "Cesco" Products.

During the past year The C. E. Sheppard Company, 303-311 Hudson street, New York, N. Y., has put upon the market three loose leaf books which have been designed to meet popular needs. One of these, a "Top Lock" sectional post binder, is illustrated herewith. This binder was created to meet the demand for a top-locking binder with the key attached. A slight pressure of the thumb nut operates the clutch lock by means of the spring.

To those who prefer an inexpensive ledger outfit, the Regal ledger line offers a wide assortment from which to choose. Regal ledgers are of the same general construction as the higher grade steel ledger, except that they are smaller in size and have less capacity. They are made with the screw mechanism and with inturned end plate.

Then there is the Hudson slotted lock binder the special feature of which is the slotted lock which permits the removing of the top cover by sliding it off instead of lifting it over the top of the posts. It is made with the new style top-locking device such as is used on the company's high-grade



THE "CESCO" TOP-LOCK BINDER.

sectional post binders. Turning a knurled thumb-screw causes the posts to be securely gripped by the spring clutch.

The C. E. Sheppard Company will be pleased to give dealers further information with regard to these new loose leaf devices.

A Simple Yet Efficient Office Machine.

The trade has manifested considerable interest in the mechanical structure of the Standard Envelope Sealer, of which we published a picture and an account in a recent number of Office Appliances. We therefore take pleasure in giving our readers something with regard to the mechanical features of this machine manufactured by the Standard Envelope Sealer Manufacturing Company, Somerville, Mass.

It is claimed that the entire operation of the machine is noiseless and automatic. The sealing is done by simply turning the crank and, with a slight pressure on the forward end of the stacked envelopes, feeding them into the machine. The envelope feeding table is equipped with an adjustable set-screw which makes it possible for the machine to take care of any ordinary size of envelope. The feeding device itself is of a unique kind in that an endless belt made of the finest grade of canvas with a surface of corrugated vulcanized rubber carries the envelopes through the machine and discharges them sealed.

On account of the simple construction of the machine the moistening device will virtually clean itself by one's detaching the tank and holding it upright so that the free flow of clean water will pass the felt wick and cleanse it. The wick, which is made of a high-grade woven felt, will last indefinitely and may be readily removed if desired.

The body of the Standard Envelope Sealer is made of pressed steel with black enamel finish. All parts likely to be affected by moisture are of heavily nickled brass to prevent rust. The dimensions of the machine are 16 inches long, 6 inches wide, and 7 inches high and altogether it presents an attractive appearance besides being a highly useful office appliance.

NEW DENNISON CHRISTMAS BOOK.

The 1913 edition of Dennison's Christmas Book has a most attractive appearance. "The Dennison man" is again used on the cover, this time listening behind a half-open door to the joy of three little children around a Christmas tree.

The form of the book is rather unique, the covering being composed of three folds, into the center fold of which the book is bound. The pages are all printed in a delicate light green tint, against which the fine half-tones of the illustrations are shown clearly. Three hundred and sixty-five thousand copies were run for the edition, three hundred and forty thousand going to American homes and twenty-five

DENNISON'S 1913 CHRISTMAS BOOK.

thousand being specially printed for the Denison London office. "Ask Your Dealer" appears on every page.

An Adjustable Lamp Bracket.

The "Any-Wheare" is the name of an electric-light bracket which has been put on the market by The William F. Wolff Company, 32 Union square, New York, N. Y. The bracket is furnished with a stand, with a clamp, or with a brace which may be screwed down. The first two types are for use where the entire bracket is to be moved from time to time. The third may be permanently attached. The manner in which the sections are joined permits one to adjust the lamp so that the light will fall directly upon his work.

One of the strong points which the manufacturers claim for the bracket is that it may be folded and carried in one's traveling bag, ready for use in hotels and rooms where the electric light bulb is not located near where it is needed.

The "Any-Wheare" has a reach of forty-two inches, is made of Shelby steel finely finished, and, it is claimed, will last a lifetime.

The manufacturers state that they still have some choice territory open for dealers who can handle the exclusive agency for their respective towns. To such dealers who wish to show the complete line of Any-Wheres, the manufacturers will furnish a specially constructed display stand covered with green felt.

A New Steel File That is Noiseless

No longer is it necessary to put up with the slam, bang and rattle of steel files. They are now made with drawers that glide in and out of the case with a quiet, easy action, and with no sound save the roll of the well-adjusted bearings.

Steelups
THE NOISELESS VERTICAL FILE TRADE MARK

are designed to use with or without panels or detachable ends—an immense advantage when selling single sections since the cost to the customer is thus decreased a third. Even on sales of two or more sections, the advantage to you is a big factor in landing the order. Each end is a sunken panel giving a finish so pleasing that no one will order the extra panels except where additional fire protection is a factor.

Each section being complete in itself, gives a fire protection impossible to obtain in open end sections.

Not a nut, bolt or screw is used in the construction of "Steelups." The case and drawers are electrically welded throughout, so that each is literally a single piece with nothing to work loose or rattle.

Each drawer has a double front, and the top edges of the drawer sides are rounded, no rough or sharp edges being exposed. Equipped with double rod follower block, independent of center guide rod, which works freely at all times and is instantly adjustable to any position.

The design is simple and dignified—a style that harmonizes pleasingly with any surroundings, augmented by the neutral finish of dark olive green. Label holders, knobs and handles are of solid cast bronze, brushed finish and bolted through the drawer front.

Capacity, a strong feature of all Shaw-Walker files, has not been overlooked in "Steelups." Each drawer gives more net filing inches than can be obtained in any other steel file. We would be glad to write you about these and other talking points which make this line so especially attractive to every live stationer.

LETTER SIZE
Also in Cap and Invoice Sizes
In sorts and all finishes

To Live Dealers Everywhere

These selling points mean opportunity to *you*. "Steelups" are made to meet a demand for a steel file that is *better* without being too high priced.

Will you take advantage of the situation *now*, and write for information while good territory remains?

SHAW-WALKER

1212-24 Western Avenue
MUSKEGON, MICHIGAN

The Largest Exclusive Makers of Filing Devices in the World

The final judge of quality is the MAN AT THE DESK

OLSEN DESKS

Are made for the user. They are carefully and correctly proportioned and designed —and it is this combined with OLSEN Quality—Honest material and workmanship—which makes the OLSEN DESK—Man's best business friend.

A style for every taste. All of them are good.

OLSEN desks are handled by the best dealers. Let us send you our catalogue.

O·C·S·OLSEN COMPANY
OLSEN DESKS
CHICAGO

"WOULDN'T HAVE ANYTHING ELSE"

"Another Wiggins Card," was the remark of a successful business man when another Wiggins user detached a *Peerless Patent Book Form Card* and handed it to the speaker. When questioned concerning his remark, he stated he had used the cards for years and "wouldn't have anything else."

You wouldn't have anything else either if you had ever used these famous cards Surely the presentation of the card mentioned above made the best possible impression. *In fact, under the circumstances it would have been hurtful to have presented any other sort of card!*

You may be proving to many men just how far from up-to-date you are by the card you present

Appearance of Our Neat Cards in Case

Our Service is Satisfying

The Peerless Patent Book Form Card

is not merely a card. *It is an idea, an influence, an expression, a message.* It indicates good taste. It gives the man who receives it a real knowledge of the man who sends it in It tells the story of an up-to date man and opens the door to an interview

Detached one by one as you hand them out, the cards are **always clean and perfectly flat**, and every edge is smooth. There is no possible indication of attachment They defy detection Send for a sample tab today and prove the fact to your own satisfaction. Send today.

We engrave and emboss opening announcements, removal notices, or anything that may be desired where only the best will satisfy.

The John B. Wiggins Company
Established 1857
Engravers Die Embossers Plate Printers
51-53 E. Adams St., CHICAGO

TWO PIONEERS.—The old elm which stood in front of the Weis Manufacturing Company's factory at Monroe, Mich., and the patriarch who felled it.

THE PASSING OF A MEMORABLE LAND MARK.

The stately old elm tree in front of the Weis Manufacturing Company's factory at Monroe, Mich., has been removed to allow paving of the street and because it was decaying rapidly.

Monroe is famous for its miles of beautiful elms, planted about 1813 by Captain Noble. Captain Noble's elms, however, were all planted in other parts of the city—Elm avenue and Noble avenue, so it would seem that this giant "just growed," as this section of the state bore considerable elm timber.

The tree stood "beyond the limits" of Monroe for many years. It was the only one of a grove left standing when the roads were cut through, and remained—even though it stood in the middle of the road.

Its beautiful, curving branches were the object of the admiration of many visitors to the Weis factory, as it stood in front of the building first erected when the company moved to Monroe.

The "oldest inhabitant"—that informative, if inaccurate, source of data, states that it was a giant tree "when I was a boy." It is generally believed to have been well over 100 years old.

The figure shown in the upper branches of the tree is Mr. Perry Warthen—a veteran "tree surgeon"—active, agile as a boy, in spite of his load of seventy-three summers, which he carries lightly.

To accommodate the photographer when the picture was taken he "clum up" (as he expressed it) a little higher and toward the camera. In doing so he stood on a limb which he had chopped partly through. The limb snapped off under his weight and with the agility of a squirrel he reached for a branch above him and drew himself to safety ere the broken limb struck the ground.

He merely laughed about it when told he had nearly given a number of spectators heart failure.

It is said that in his younger days Mr. Warthen would enter a patch of woods, climb a tree and emerge at the other end of the patch without touching the ground, swinging from limb to limb. One can more easily believe this narrative after having seen him climb a tree—not up the trunk, but through the branches, reaching for the one above and drawing himself up.

This method of locomotion had, no doubt, a great deal to do with his bearing the nick-name—"The Human Squirrel."

He is a quaint character to meet—has a clear, steady eye, a hearty hand clasp and a pleasant manner of speech.

The big elm dropped exactly where he wanted it. Neither telegraph wires on one side nor freshly laid concrete curbing on the other side were touched when it fell.

CORONA AGENCY FOR CHICAGO.

The Corona Typewriter Sales Company will in the future handle the Corona typewriter in Chicago. This is the well known little portable typewriter manufactured at Groton, N. Y.

The new sales company has established offices at 651 Peoples' Gas building. It consists of James A. Lytle and John J. McCormick, both of whom were connected with the former Chicago agency of the Corona machine. Mr. McCormick was also formerly with the home office at Groton. They have the exclusive state agency and are active, hustling young men who know typewriter conditions and thoroughly understand their machine.

CLEVER DEVICE.

The Grady Typewriter Ribbon Rewinder is the name of an interesting new specialty sold by the Typewriter Sundries Company of Chicago, of which J. E. Grady is president.

This device is for the use of dealers and is employed in changing ribbons from spool to spool.

The man of ideas is the man in demand.

Residence of William Beardsley, the well-known New York typewriter man, Willow Grove, N. J.

To Users of Loose Leaf Binders and Supplies:

REMEMBER A dollar saved is a dollar made. Dollars are made in buying as well as selling and the best is always the cheapest.

The Columbia Sectional Post Transfer Binder

has stood the test of years. Has met and defeated all comers. The COLUMBIA has no superior at any price. We furnish Silver Tips, Aluminum Tips, Rubber Tips or No Tips at all.

We Manufacture Everything in Loose Leaf Binders and Supplies

from the highest grade pressed steel back current ledger down to the cheapest storage binder.

UP-TO-DATE PUSH-BUTTON, CENTER-LOCK BINDERS

THE C. B. & F. CO.

Are Manufacturers to the Trade, but where we are not represented

we will sell direct to users at prices that will save you dollars. Send us a trial order.

***The PERFECT Line*—CHICAGO BINDER & FILE CO., 118-124 S. Clinton St., Chicago, Ill., U. S. A.**

OUR SPECIALTY=PROMPT SHIPMENT

Four cases high. The lower case with sanitary legs

Drawer Style Transfer Cases—The Pull-Out Kind.
No Tops, Bases or Panels Necessary. Each Case is Complete.
STRONGEST AND CHEAPEST.

Transfer the contents of your vertical file bodily into these transfer cases—contents just as accessible.

Build one high, two high, three high, or four high, the lower case in each stack with sanitary legs.

No extra charge for cases with sanitary legs.

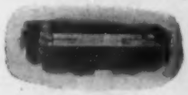
Drawers run on fibre rollers in front of opening.

Water-proof, dust-proof, heavy, three-ply panels that will not warp, split or get out of shape.

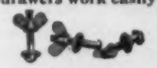
Takes lowest freight rate.

Carried in all sizes—Letter, Cap, Invoice, 5x3, 6x4, 8x5, 8x6 and Document sizes.

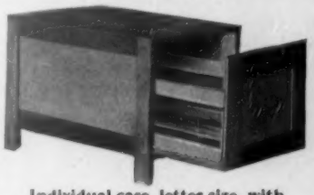
The most complete assortment at the lowest prices, carried in stock for immediate shipment.



Showing fiber rollers, which make the drawers work easily



Bolts that are furnished to fasten the cases together



Individual case, letter size, with sanitary legs

Manufactured and Sold by

If you do not handle our goods write us for catalog A7 and agency proposition.

THE Wabash

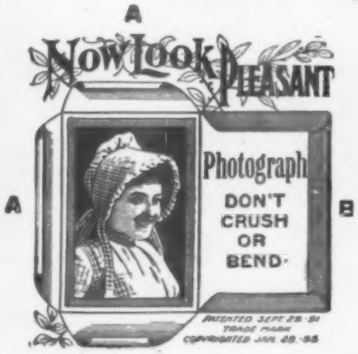
Est. 1883

Main Sales Rooms, Executive Offices and Factories, Wabash, Ind.

BRANCHES—Chicago, New York

Largest manufacturer of high grade quality Filing Cabinet Systems, Supplies and Fine Cabinet Work.

Jobbers, Dealers: Take Notice!



These envelopes are composed of fine 60 lb. Manilla paper, reinforced by two separate pieces of pulp board, one on each side. The cut represents the envelope open with photograph laid in. Fold over back marked B and seal with gummed flaps A.

Lavettes Patent Photo Mailing Envelopes are the only mailing envelopes which have been maintained at a standard price for over 22 years.

The Old Standby Since 1891

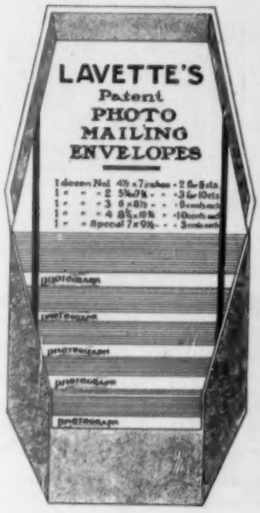
They make you a satisfactory profit. They are more easily sold than cheap substitutes at any price.

The Best Staple You Can Carry

They should be prominently featured on all your sales counters. Made of best materials and sold on a protection basis only. I will not ship to price cutters.

YOUR PROFITS INSURED. Avoid all substitutes at any price. Handle nothing but Lavette's. Make money.

H. C. LAVETTE, 331 South Clinton St. **Chicago, Ill.**



REMARKABLE ADVERTISING CAMPAIGN.

"G.-W. Dealer Events" is the title of a big 16-page newspaper issued by the Globe-Wernicke Company of Cincinnati, the price of which is "A Careful Perusal and Prompt Attention." This paper announces in bold display and lively text the Globe-Wernicke Bookcase Event, from December 1 to December 13, and the Globe-Wernicke Business Show, from December 29 to January 10.

The first event is a nation-wide plan to advertise and push Globe-Wernicke bookcases from coast to coast, and is so timed as to catch the big Christmas trade. All dealers in these goods are urged to participate in this campaign and to push the lines in every way they can. The Globe-Wernicke Company offers to pay half the cost of advertising incurred by their dealers who use advertising space in local newspapers. Or where Globe-Wernicke bookcases or filing equipment are advertised by the dealers in connection with other merchandise, the company will pay half the cost of the space used for Globe-Wernicke lines.

The Business Show event will be a timely, country-wide reminder to business and professional men of the need for new filing systems to care for the 1914 business. The same conditions as to payment of one-half the cost of local newspaper advertising apply in this event as in the one mentioned above.

The Globe-Wernicke Company has prepared a large number of advertisements, with suitable cuts, for both these events, and will supply these to its dealers. When the dealer gets up his own advertising copy it must be submitted to the company for approval if the dealer desires the company to share the expense.

"G.-W. Dealer Events" contains reproductions of a large number of sample cuts and advertisements, and some very practical suggestions for window displays. The company has also prepared a number of slides for use in moving picture theaters for the use of its dealers.

"JACK" HASTINGS HONORED BY ASSOCIATES.

On October 31, a very pleasant complimentary dinner took place at the Imperial hotel, Birmingham, England, in honor of Mr. John Hastings (otherwise

JOHN HASTINGS.

known as "Jack" Hastings among his intimate friends), the popular Birmingham manager for the Elliott-Fisher Company. Mr. Hastings having been promoted to the management of the Elliott-Fisher Company's Manchester district offices, the gathering was for the purpose of bidding "Jack" farewell and good luck. Practically every branch of the specialty and system work was represented.

Mr. P. T. Smith of Business Organizers, Ltd., occupied the chair, and after all had done justice to a good dinner and the king had been toasted, Mr. Smith in a very lucid speech told how, since Jack had been in Birmingham, the local representatives of office appliance houses have been very friendly together, in fact, almost like one family with "Jack" as the big brother.

The chairman then presented to Mr. Hastings a handsome cigar case, subscribed to by all present, and while expressing deep regret at the loss of "Jack" and wishing him increased prosperity, in a happy phrase, hoped that "Jack's best week in Birmingham would be his worst in Manchester."

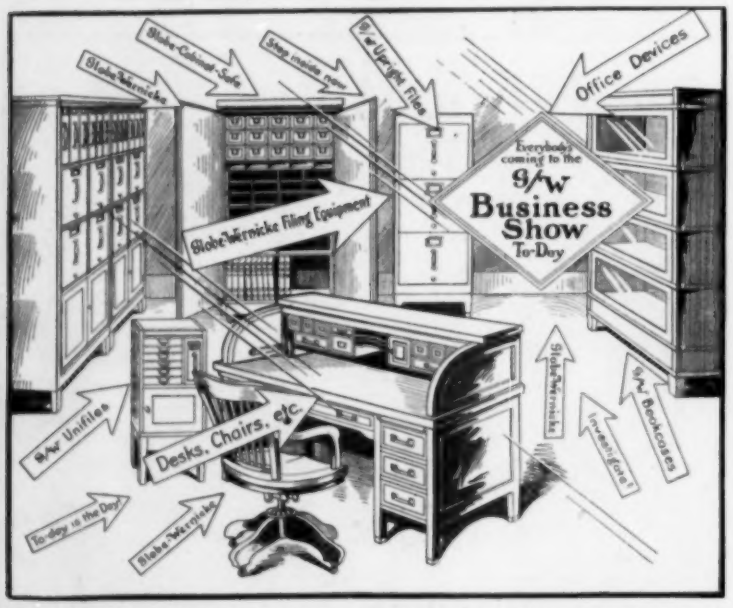
Several of the leading Birmingham time and labor saving exponents testified to the friendly feeling which Mr. Hastings had cultivated, although some of them were in distinct business rivalry, and one and all spoke of how "Jack" would be missed from among them and by all who knew him.

The rest of the evening was pleasantly spent in song and friendly banter. Each person present obtained upon his menu the autographs of all the other persons present. The wording of the menu was unique, humorous and would prove difficult of comprehension by those not initiated into the business of the people present at the dinner.

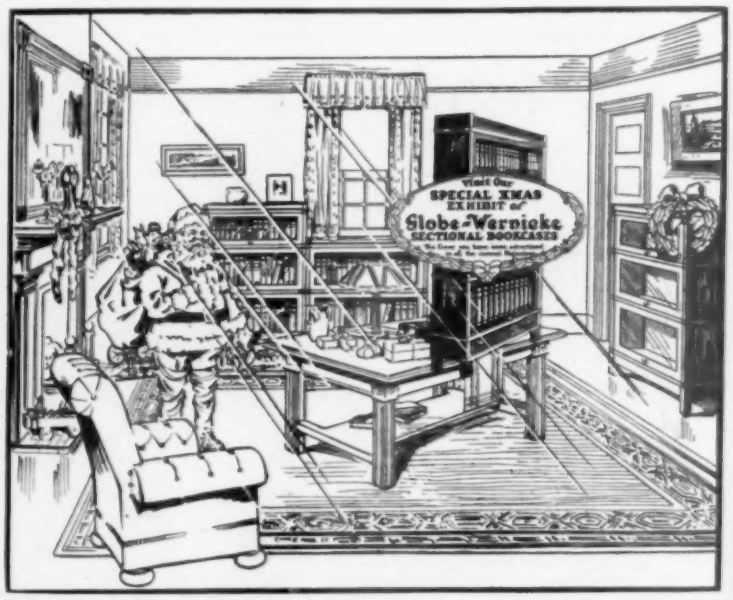
Mr. John Hastings takes up his new duties with our best wishes and Manchester business men will find him not only a very good fellow but an excellent business man.

EIGHT MONTHS CONSECUTIVELY.

Edward J. Goldblatt of the Chicago sales force of the Royal Typewriter Company has been with the Royal eight months and has made the record of a machine sold every day for eight consecutive months. For November he earned his membership in the Machine-a-Day Club by turning in an order from a different customer each day.



Globe-Wernicke window display suggestion, illustrating arrangement of office files.



Globe-Wernicke window display suggestion for dealer; illustrating home library arrangement.

Recommend the Best To Your Trade

A customer remembers the service and satisfaction of a purchase long after the price is forgotten.

Brown's Linen Ledger paper is universally accepted as the best ledger paper. It is the standard—the choice of leading stationers for particular purposes—the choice of the State, County and City Governments—the choice of banks and big business interests for record books that must last with the ages.

Brown's Linen Ledger Paper never deteriorates with age, and its great strength makes it ideal for loose-leaf ledgers.

Brown's Linen Ledger Paper

—can be obtained with or without the best and most flexible hinge ever invented. Our Invisible Hinge eliminates the awkward, springy bulge of the pages when the bookis open. Ledgers made of our Hinged Paper open flat and solid—their pages can be utilized to the very binding.

Recommend the use of this perfect ledger paper to your good trade. Write for samples.

L. L. BROWN PAPER COMPANY

Established 1850 Adams, Mass., U. S. A.

FACSIMILE OF WATER-MARK
L.L.BROWN LINEN PAPER CO. LEDGER

Have YOU Seen

the new

"Universal" Flat Key Ledger?

Binding—Red Leather, Corduroy Sides.
Two Sizes—9¼ x 11⅞—and 11¼ x 11⅞.
Three Capacities—1, 2 and 3 inches.

Boorum & Pease Loose Leaf Book Co.

MAIN OFFICE
109-111 Leonard Street, New York

SALESROOMS

109-111 Leonard St. New York | Republic Bldg., Chicago, Ill. | 220 Devonshire St., Boston, Mass. | 4000 Laclede Ave., St. Louis, Mo.

GET THE NEW CALENDAR THE

"UPTODATE"

UNIQUE and PRACTICAL

Made in Cases of Genuine Leather of Assorted Shades and also of Solid Mahogany and Quartered Oak. Patented.

TRADE MARK REG. IN U. S. PAT. OFF. T N. Y.

Tower Manufacturing & Novelty Co.

Largest Wholesale Stationers in the World.

326-8-30 Broadway New York, N. Y.

TRADE MARK REG. IN U. S. PAT. OFF. T N. Y.

EVANSVILLE HONORS FURNITURE MAN.

By an overwhelming majority the city of Evansville, Ind., has elected Benjamin Bosse mayor of that thriving and progressive municipality. In honoring Mr. Bosse by a majority so emphatic the people of Evansville have honored themselves and have

BENJAMIN BOSSE, Mayor of Evansville, Ind.

shown a judgment and a loyalty to community interests in every way worthy of the highest ideals, for the new mayor is a man who has proved the stuff of which he is made. He is a man of uncommon executive capacity, coolness of judgment and determination, with a profound devotion to the best interests of the city and all her people. He is a patient man, pleasant, with a rare capacity for handling men. But one would infer from his picture that Mr. Bosse is not a man who can be readily deceived, nor is he one whom it is safe to impose upon beyond the limits of his patience. We venture the statement that Mayor Bosse will enforce the laws of Indiana and the ordinances of Evansville within his jurisdiction, and that no one will be likely to frighten him into doing less than his full duty.

Mr. Bosse is a Democrat and was elected upon that ticket, but his selection, considering the emphatic majority given him, was far from a party affair. Part of his statement of principles was as follows:

"I stand for an orderly, business administration of public affairs; for decency and respectability; for the uplifting and upbuilding of our people and their lawful ambitions; for a bigger and better Evansville; and I pledge my honor to give the whole people an administration of their affairs that will be progressive, clean, moral, decent and honest."

Mr. Bosse then took up various specific questions regarding local affairs and defined his position with force, clearness and brevity.

Following is a brief summary of Mr. Bosse's business career:

Benjamin Bosse is the head of several important furniture manufacturing concerns. He is only 39 years old and was born on a farm. His first job was in a grocery store, at which time he attended business college evenings. Later he worked with a wholesale grocery concern, and then embarked in the grocery business on his own account at the age of 21.

On the recommendation of the cashier of one of the local banks some of the Evansville furniture manufacturers selected Mr. Bosse several years ago to take charge of the office of one of their new plants which at that time employed only twenty-eight men. Since that time this company has developed into a combination of furniture factories employing about 800 or 900 men. This concern is the Globe-Bosse-World Furniture Company, manufacturing kitchen, dining room and a general line of household furniture. Mr. Bosse is president of the company. He is also president of the Evansville Furniture Company, manufacturing bedroom furniture, and of the Imperial Desk Company, which specializes in office furniture. The Imperial Desk Company was started in 1909 as the Henderson Desk Company and the name was changed to the present style in 1912. This company is doing a steadily growing business under the general supervision of Benjamin Bosse. Gilbert H. Bosse has charge of the sales and L. C. Griener is superintendent of the factory.

BURROUGHS MACHINES HELPED ELECTION COUNTS.

Forty-five Burroughs visible style machines were shipped to Buffalo October 28 from the Detroit territory to be used in counting the votes in the election recently held in that city.

According to his usual custom, Byron J. Erb, sales manager of the Buffalo office, furnished the machines to help the newspapers in getting out daily election reports.

The Buffalo Times, commenting on the dispatch with which election returns were furnished to the public, said: "Too much cannot be said for the accuracy and speed with which the machines gave in the tabulation of returns. Buffalo stands in an enviable position, being the largest city in the country that is able to announce positively in an hour's time the votes for the leading candidate; and the entire city votes in a second extra edition at seven o'clock. This result was achieved by the use of the Burroughs adding machines and expert operators. John L. Werner of the Buffalo Commercial, an expert statistician, had charge of the tabulation of the election returns this year."

VICTOR OPENS CHICAGO OFFICE.

The Victor Typewriter Company has just opened a new branch office in Chicago at 301 Bedford building, corner of Dearborn and Adams streets. F. J. Strobel is the Chicago manager. Mr. Strobel intends to put on a large force of salesmen. As he has met with considerable encouragement in the few weeks the office has been open, he feels certain of a large volume of business.

Mr. Strobel is a former Remington salesman of Philadelphia, and has been in the typewriter business for a number of years. He says that the first day the new Victor office was open they received many inquiries, some of which look particularly good.

Mr. Strobel, in the course of his experience as a typewriter man, has handled about all the leading machines. He spent several years in the employ of the Smith Premier Typewriter Company, later being for a short time in charge of the Philadelphia office of the Fay-Sholes Company before that concern went out of business. He then took up some very interesting work in the organization of national banks in Pennsylvania, New Jersey and neighboring states, organizing a number of banks in that section. In this work he spent a number of years. The call of the typewriter business was too strong for him, however, and he

F. J. STROBEL.

returned to it, taking a position with the Remington Company. He left the Remington service the first week in October, and the following week he came on to Chicago to take charge of the new Victor offices here. These offices are on the third floor of the Bedford building, where there is abundant space and fine light. The office and salesrooms overlook both Dearborn and Adams streets, and the Victor sign upon the windows is visible from a considerable distance. The mechanical rooms are in the rear of the salesroom.

Sell the Successful Mechanical Sharpener

THE

WEBSTER

IMPROVED PENCIL

SHARPENER

AT LAST—the practical mechanical pencil sharpener. Every office needs it.

Tell your customers that a Webster Sharpener not only saves its cost in pencils again and again, out also in the dozens of dollars' worth of labor it saves.

Quick—least turns of handle to sharpen.

Simple—absolutely nothing to get out of order. Permanent—the cutting is done with 39 knives instead of one. These are all on one disk, which is so tempered that they do not get dull quickly. Clean—the dust-proof chamber catches shavings and dust, and is easily removed by a "twist of the wrist."

Write for Selling Proposition Now.

F. S. Webster Co., 338 Congress St., Boston, Mass.

Makers of MultiKopy Carbon Paper

Don't Burn Waste Paper —Sell It for Cash

The safe, sanitary and ***profitable*** way to dispose of waste paper, rags, straw, etc., is ***SELLING IT FOR CASH.*** This is best accomplished by storing and baling it in a

ALL STEEL **Schick** FIREPROOF

BALING PRESS

A Davenport Press means an end to the unsightly rubbish pile—it saves wasting space—it removes a serious fire risk—it represents a source of steady income—it soon saves its cost. The ***HOW*** and ***WHY*** are in the catalog "A"—ask for a copy.

DAVENPORT MFG. CO.

DAVENPORT, IOWA

They Are Beauties!!!

"The New Cincinnati"

4" and 5" Capacity Ledgers

Manufacturers have for years poo-pooed the idea of a ledger with a greater capacity than 3" minimum.

We are the only manufacturers who can furnish a four-inch and a five-inch Ledger and we have demonstrated that, in many cases, these **large** capacity ledgers are extremely practical and very desirable.

Our 4 in. and 5 in. ledgers expand fully 100% and are built for strength and beauty.

We **guarantee** these ledgers to be fully as strong as any 3 in. ledger ever produced. **Ask your customer** how he feels about it, then have us send you a sample ledger for your inspection.

The Tenacity Manufacturing Co., Inc.,

READING, CINCINNATI, U. S. A.

Your Coat of Arms

if you have one, is not of itself likely to be of much value to you on this side of the ocean unless you can back it by something substantial. Actual accomplishments appeal to the American more than mere name and reputation.

Because of what *Crown* typewriter supplies have accomplished and are doing every day under the test of service, the trade in this country has long associated quality and value with the name and trade mark of

Crown, Globe and Pioneer Brands

CROWN RIBBON AND CARBON MFG. CO. CROWN BRAND TRADE MARK ROCHESTER, N.Y.

Typewriter Ribbons and Carbon Papers

They are the sign that your customer is getting the highest value for what he expends. He isn't paying for only a name.

We couldn't begin here to tell you about our products. We want to prove what claims we have to make by placing before you samples and data concerning our proposition to dealers. We assure you you'll not regret dropping us a card to the effect that you are interested. Do it now.

CROWN RIBBON & CARBON MFG. CO.

Rochester, N. Y.

Foreign inquiries solicited.

"THE DETROIT"
Almost Eliminates Time
Mr. Dealer that is the reason the sales of the famous "The Detroit" Coin Wrappers have doubled in the last two years Are you getting your share of the business? Write for advertising matter.
The Detroit Coin Wrapper Co.
371 Harper Ave Detroit, Toronto Ont

EDUCATE
OUR New Catalogue will do this for you in our line of Ribbons and Carbon Papers and Office Supplies.
SNELLING & SON, Manufacturers
South Brooklyn, N. Y

F. W. HEYTHEKKER
Office Appliance Dealer in
AMSTERDAM HOLLAND
Specially organized for the sale of small attractive crticles, furniture, etc. Will be pleased to receive catalogs and prices from manufacturers. Sole dealerships preferred. Wholesale and retail.

THE REX CO.,
Established Dealers in Office Supplies and Agents for an American typewriter,
VIENNA, AUSTRIA,
are always ready to consider agency propositions from American manufacturers.

Louis Fournier-Forquignon
TYPEWRITER DEALER
34 Rue des Petites-Ecuries
PARIS, FRANCE
is in the market for typewriter specialties and allied supplies for office use.

HUNGARY
Gluck M. Ödon
Budapest, VI.
Liszt Ferencz-tér 18.
is always open for novelties as Dealer or Agent.

P. CASTELLI & CO.
Via Dante 4, Milan, Italy
with splendid offices and show rooms are open for exclusive agencies for Italy and Colonies in all new and practical office appliances. Best references.

L. NELLEMAN
Successor to L. Rosenthal
31a Nanking Road, Shanghai (China)
Dealer in Typewriters and Accessories, Office Appliances, etc., with large and attractive show windows, situated in the center of the business section of the city.
Open for Novelties as Sole Agent

The dealer's best investment with
$1.50
is a subscription to OFFICE APPLIANCES.
It is a sure method of keeping thoroughly posted on the Office Appliance Business.

For the Attention of the Manufacturer

Retail Trade Opportunity.

There will be established at Drylake, Ore., about January 1, a corporation known as the Drylake Cash Stores. The company will do a general merchandise business and Manager Charles A. Bengtson is interested in the office supplies mentioned below. Manufacturers of the devices and supplies mentioned may wish to pass the information on to their local agents. The lines in which the new company is interested are: Carbon papers, check protectors, copying presses, duplicating machines, envelope sealers, erasers, facsimile letters, fountain pens, inks and inkstands, ledgers, letter files and trays, memorandum books, novelties, numbering machines, paper, pens and pencils, pencil sharpeners, rubber stamps, safes, scales, signs, specialties, stapling machines, stationery specialties, stenographers' supplies, interior telephones, telephone brackets, etc.

* * *

Chicago Offices for Manufacturers.

The Lytton building is one of Chicago's splendid new business structures. It is located at the intersection of State street and Jackson boulevard, both of which streets are arteries of traffic. It is the plan of Milburn & Quin, agents for the building, to devote the eleventh and twelfth floors to the offices of manufacturers of non-competing lines of office equipment. Manufacturers who are thinking of opening Chicago offices will do well to communicate with Milburn & Quin, 14 East Jackson boulevard, Chicago, Ill.

* * *

Typewriter Accessories Agency.

Manufacturers of typewriter supplies and specialties, if they desire to establish a western agency for their products, will do well to get in touch with R. S. McBride, manager of the Keystone Supply Co., 108 West Eighth street, Kansas City, Mo.

* * *

Agent for Office Specialties.

J. B. Busse, 429 Nicholas building, Toledo, Ohio, is desirous of taking on the agency for several good office specialties in addition to those which he is now carrying. Manufacturers who wish to make connections in Toledo may write Mr. Busse at the address given above.

* * *

Australian Opening.

To manufacturers of office equipment and supplies who wish to establish their products in Australia the following item will be of interest: John Crawford, of Jones & Hayes, Normandy Chambers, 430 Little Collins street, Melbourne, Australia, wishes to hear directly from American manufacturers of modern office appliances and equipment. The company is already doing a good business in office supplies and wishes to increase its scope and take advantage of the good market which is furnished in its locality.

* * *

Wants to Hear From Manufacturers.

Manufacturers of special lines suitable for the drawing office trade are requested to communicate with Frank Shaw, Inglewood Villa, Reddish Road, South Reddish, near Stockport, England.

* * *

Catalogues Wanted.

Calhoun & France, of Spartanburg, S. C., have formerly conducted their typewriter business in connection with another line. They have, however, now opened an agency which will be devoted exclusively to handling typewriters, office machines, and office furniture. They occupy the entire ground floor at 106 Kennedy place and will carry a well-assorted line of the goods they handle. They would like catalogues and quotations from manufacturers of equipment of the kinds mentioned.

* * *

Russian Office Appliances Agent.

C. V. Feldman, Moscow, Russia, is desirous of obtaining the Russian agency for various office appliances and accessories of moderate price and good quality; also for motorcycles and bicycles. Correspondence from manufacturers is invited.

FROM RECENT CONSULAR REPORTS.

Further information with regard to any of the items listed below may be gotten by mentioning the file number with a request to the Bureau of Foreign and Domestic Commerce, Washington, D. C.

* * *

No. 11963. Stationery Supplies of Various Kinds.—An American consul has been requested by several firms in his district to put them in touch with American manufacturers of the following stationery supplies: Inks, glues, pastes, inkstands, erasers, pencils, penholders, pencil sharpeners, memorandum files, numbering machines, children's paint sets, blotters, steel ink erasers, glue bottles, paper weights, paper clips, paper punches, sponge cups, rulers, carbon papers, loose-leaf binders, sealing wax, letter baskets, paper cutters, portfolios, pen trays, paper racks, hooks, rubber bands, artists' supplies, engineers' and architects' drawing instruments, and all small stationery supplies that can be packed compactly. Catalogues and correspondence should be in Spanish, if at all possible. Prices should be quoted in gold pesetas. All of the firms referred to are said to do an extensive business and are active competitors for Government contracts.

* * *

No. 11971. Typewriters, Household and Office Appliances, etc.—An American consul reports that a business house in his district wishes catalogues and prices of typewriter supplies, also exclusive agency for typewriters. Catalogues and prices are wanted of electric household and office appliances, such as flatirons, stoves, heaters, fans, bells, etc., with a view to obtaining agencies. Correspondence and catalogues must be in Spanish or French. Dimensions and weights should be in the metric system and prices in gold pesetas (peseta = $0.193) f. o. b. port of shipment.

* * *

No. 11991. Lithographic Posters for Advertising Purposes.—A report from an American consul states that a business man in Bohemia wishes to be placed in communication with American manufacturers of lithographic posters for advertising purposes. Correspondence should be in Bohemian, if possible; otherwise in German.

* * *

No. 11993. Telephone and Telegraph Apparatus.—A foreign Government telegraph office desires information concerning apparatus for the transmission of telephone messages over the telegraph wires already installed throughout the country. Information is also desired concerning the machine which is attached to wires to receive the messages directly connected with a typewriter, printing the message as it is received. Exporters of such apparatus should communicate in Spanish only with an official named by an American consul.

* * *

No. 12017. School Desks.—It is reported that the Department of Public Instruction in a foreign country will soon be in the market for 6,000 school desks of the type commonly used in the United States. An American consular officer has furnished the name of the official to whom catalogues, price lists, and correspondence in regard to the matter should be addressed. It is preferable that communications, etc., be in Spanish.

* * *

No. 12047. Machines for Moistening and Affixing Postage Stamps.—An American consular officer reports that he has an inquiry from a local business house asking to be put in touch with manufacturers in the United States of machines for moistening and affixing adhesive postage stamps. This firm is said to be in touch with Government officials who contemplate installing such machines in various post offices. Manufacturers should send catalogues, price lists, and full particulars at once.

INCORPORATIONS.

Early last month a $35,000 corporation was formed in Pittsburgh, Pa., to manufacture carbon papers and typewriter supplies. K. W. Curtis is treasurer of the new company, and with him on the board of directors are A. F. Williams and M. M. Shuler. The three are residents of Pittsburgh.

* * *

During the last month the Blackstone Ink Company has been incorporated in San Francisco, Cal., for $25,000. The incorporators are: H. J. Goetzman, G. W. Gulpen and A. Sutter.

* * *

A new concern in the addressing machine field is the Automatic Addressing Machine Company, of Cleveland, Ohio, capitalized at $150,000, and incorporated by W. H. Stanley, P. C. Stiloer and J. W. Curtis.

* * *

J. H. Petelin, formerly with T. Fitzwilliam of New Orleans, La., has opened an establishment of his own at 621-623 Commercial place. The store is known as The Loose Leaf Ledger Shop and the company as Petelin & Co. The concern will specialize in loose leaf and do a retail stationery and printing business.

FIRE

RISKS REDUCED
BESIDES
WASTE TURNED INTO PROFIT
BY THE
Steel Frame ECONOMY
FIRE PROOF

Waste Balers, Get Our Proposition
ECONOMY BALER CO.
Box 31, Ann Arbor, Michigan

Multigraphs, Adding Machines, Office Devices at half price and less

Rebuilders of typewriters, adding machines, time clocks, dictaphones, duplicating machines. New and second hand office furniture and safes. We enjoy facilities which enable us to make low prices. The goods are cheap in price only.

Write for price list today
It will save you money

Chicago Safe & Merchandise Co.
30 and 32 W. Lake St., Chicago

GOLDING SHEARS

Made in sizes 8, 12, 24 and 36 inches and three styles. With Table and without, also on stand.

Draw Cut—no clamp required.

Useful, durable, reliable for cutting paper, cardboard, cloth, leather or thin metal.

Handy for Manufacturers, Bankers, Printers, Photographers, Stationers, etc. Write us for catalog. Dept. O.
GOLDING MFG. CO., Franklin, Mass.

STATIONERY NEWS

(By Special Correspondence.)

Bloomsburg, Pa.

Karl Wirt, son of Paul E. Wirt, the fountain pen manufacturer, has been elected to the council of Bloomsburg, his home town. Young Wirt, a Yale graduate, was elected on the Republican ticket. The fact that he received the highest number of votes makes him vice-president of the body.

Boston, Mass.

The Thorp & Martin Company, Boston, Mass., have bought the good-will of Hooper, Lewis & Co., whose stock was sold late in November by the assignee. Although patents, plates, designs, and stock were also sold, the Thorp & Martin Company bought only the good-will of the defunct company.

* * *

The stock of Hooper, Lewis & Co., Inc., has been sold to the public by Albert F. Rebhan, assignee. It is hoped that the proceeds of sale of the stock with the other assets of the company will be sufficient to pay off all liabilities.

Chicago, Ill.

On Monday evening, November 10, the Chicago Stationers' Association held its first executive session since the stationers' convention in October. The meeting was held at the Grand Pacific Hotel. At the December gathering the reports of the various national committees will be taken up for consideration.

* * *

Early in November Chicago window dressers held a meeting to consider the effecting of an organization with the object of closer relations between the men interested in this and other forms of display and advertising. A luncheon was served at the Hamliton Club and plans laid for a business meeting early in December.

* * *

W. R. Conner is again advertising and sales manager with Stevens, Maloney & Co., 21 South LaSalle street. Mr. Conner had been advertising manager and assistant to the general manager of the Horsey Company, Dallas, Texas.

Jacksonville, Fla.

For a number of years the Southern Fixture & Supply Co. sold office furniture in connection with other stock fixtures. Several months ago, however, there was inaugurated a new policy which resulted in the gradual replacement of lines which bore no relation to office equipment with standard office appliance lines. Last spring there was added to the company's business a new department of stationery and office supplies, including blank books, loose leaf devices, etc., so that the concern became distinctly an office supply house. The change in the character of the company's business naturally suggested the advisability of choosing a name which would more nearly express the nature of its work. Hence, the proper legal steps have been taken and the organization will in the future operate under the name of the Southern Office Supply Company, the business being in charge of D. S. Colwell, assisted by William C. Logan.

Among the lines for which The Southern Office Supply Company is the agent are: The Safe Cabinet products, Horrock's desks, Yawman & Erbe filing devices and supplies, B. L. Marble chairs, Davis typewriter chairs, Uhl typewriter stands, the Boorum & Pease loose leaf devices and blank books, etc.

Los Angeles, Cal.

Fowler Bros. of Los Angeles, Cal., are now comfortably settled in their new store on Broadway between Seventh and Eighth streets, where they have much better facilities than at the old location. The store is much larger, with a wide frontage, affording excellent opportunities for attractive window displays, and the establishment has been fitted up in first class shape throughout. Offices have been installed on a mezzanine floor, leaving the entire ground floor space for sales purposes.

New York, N. Y.

Kimpton, Haupt & Company, 53 Beekman street, have had built just to the right of the entrance to their new quarters an office which will provide a place where consultations may be held undisturbed.

Oakland, Cal.

The Fireproof Book & Stationery Company of Oakland, Cal., announces plans for the erection of a plant in that city for the manufacture of fireproof ledgers, card systems, etc. This company has recently been doing considerable promotion work in this vicinity.

Don't Guess

"Pelouze" Postal Scales

National.....	4 lb
Union.....	2½ lbs
Columbian.....	2 lbs
Star.....	1 lb.
Crescent.....	1 lb.

are scientifically made. They show exact weight in ounces, also cost in cents on all classes of mail matter.

Banks and large business houses use

"Pelouze" Scales

because of their accuracy, reliability and durability.

Made in several styles.

"PELOUZE" POSTAL SCALES

Mail and Exp...	16 lbs.
Commercial....	12 lbs.
U. S.....	4 lbs.
Victor.....	1½ lbs.

are ready sellers. All the best dealers sell them. Write today for catalog.

PELOUZE MANUFACTURING CO.
232-242 E. Ohio Street
CHICAGO

GOLDMAN'S Arithstyle

Systems and Methods

foot columns, balance accounts, make extensions compute interest, figure discounts, average accounts, Check Invoices, Verify Results, Detect Errors, etc.

LABOR-SAVING MIND-RESTING
SELF-CHECKING

Easily acquired, rapidly applied! Information free.

First Part of Instruction Handbook sent free to all on request

ARITHSTYLE CO.
Suite 10, 118 East 28th Street, New York

THE Tengwall FILE
REG. U.S. PAT. OFF.

Look for Trade Mark on the Label

We manufacture Loose Leaf Accounting Forms, Binders, Files, Ledgers, and Price Books.

2952 Sheffield Ave. CHICAGO

THE TENGWALL COMPANY of Illinois
21 Thames St., New York

NATIONAL SECURITY LEDGER

HERE is the very last word in Loose Leaf construction, the newest development of the largest blank book factory in the world.

The National Security ledger has solid steel back, hinges and working parts. It locks with a flat key which gives great security. The construction prevents the mechanism getting out of alignment, and insures smooth and easy operation.

The National Security Ledger is bound in first quality Russia leather and fine corduroy. There are thirty sizes and capacities to choose from, and printed ledger paper in eight different rulings.

This is only one of many thousands of different blank books made by the same company. Every want is anticipated. To insure uniformity of construction and quality in your blank book line, always order National Blank Books.

Write for a copy of the new Loose Leaf Catalog. Just issued.

NATIONAL BLANK BOOK CO.

HOLYOKE, MASS.

The Adams College Book Rings

The Adams College Book Ring is a Universal ring for perforated binders and papers. This ring is easily operated and allows the sheets to lie perfectly flat. The most satisfactory ring ever invented. Beware of imitations.

Our goods are handled by leading stationers. If you do not carry them, write us at once for catalog.

Order through your jobber.

HENRY T. ADAMS
6823 So. Chicago Ave., CHICAGO, ILL.

The wholesale stationery stock of the Oakland Paper Company, Oakland, Cal., has been moved from the company's old location at 1732 Broadway to 926 Washington street, where it is being closed out. Announcements of the sale have been widely distributed.

Paris, Texas.

R. H. Osborne, who has been with the Dorsey Company, of Dallas, Texas, for over eight years, recently severed his connection with that firm and has accepted a position as manager of the commercial stationery department with the Bennett Printing Company, of Paris, Texas.

Philadelphia, Pa.

In the new store of Marcus & Co., Thirteenth street near Market, there is now one of the largest stocks and displays of its kind in the city. The company handles not only commercial stationery, but also typewriters, office furniture and supplies.

* * *

The Alvah Bushnell Company is now well established in its new home at 925-929 Filbert street, Philadelphia, Pa. The building in which the plant is located is built of reinforced concrete and the Alvah Bushnell Company occupies the entire eighth floor comprising some 7,000 square feet. One of the strong features of this modern plant is the abundance of light which pours in through the windows. These take up almost half of the total wall space. At the front of the building are the private offices of Alvah Bushnell, Frederick Bushnell, and Alvah Bushnell, Jr.

The machinery and equipment is placed so that the material moves along progressively from one place to another in the process of manufacture from the raw material. The company's entire line of Paperoid products is to be on display for the convenience of customers, who will find it a pleasure to visit the Bushnell sample room.

* * *

In a recent visit to Philadelphia, Mortimer W. Byers, secretary of the National Association of Stationers and Manufacturers, discussed the plans for hotel accommodations during the 1914 stationers' convention. The Bellevue-Stratford Hotel will reserve 400 rooms for the stationers and will contribute the Clover Room for business meetings and the Rose Garden on the roof for the performance on traveling men's night.

* * *

Since the Alvah Bushnell Company moved into its new quarters, Alvah Bushnell, Jr., who formerly was the company's New York agent, has made Philadelphia his permanent headquarters. He will spend a large part of his time in Philadelphia but intends to make semi-monthly trips to New York.

Pittsfield, Mass.

Byron W. Kittle, who has for the past eight years been working in the main office of the Eaton, Crane & Pike Pittsfield plant, has bought one-half share in Ye Stationerie Shoppe and will conduct the business hand in hand with its former proprietor, Reginald W. Corley.

San Francisco, Cal.

A matter of considerable interest to the local stationery trade was the granting during the past month of the stationery concession, together with other concessions, for the Panama-Pacific International Exposition to the H. S. Crocker Company of San Francisco. The awards were made against Eastern competition, and it is safe to say that this is one of the largest single propositions ever handled by a Pacific Coast firm. John T. Gilmartin, manager of the H. S. Crocker Campany, announces that all the work will be done in this city, and he estimates that it will require fifty carloads of paper. The company will erect a building on the exposition grounds and will have twenty booths scattered through the grounds for the accommodation of visitors.

* * *

Articles of incorporation with a capital stock of $25,000 have been filed in San Francisco for the Blackstone Ink Company by H. J. Goetzman, G. W. Gulpen and A. Sutter.

* * *

Clyde Balton, manager of the wholesale department of Sanborn, Vail & Co., says holiday business in both wholesale and retail lines is the biggest since 1906. Since the rain, which has done inestimable good in many parts of the state, he says, orders have been coming in in fine shape from districts which had been holding back, and he considers the outlook excellent for next year.

* * *

Patrick & Co. of San Francisco have improved their delivery system by pressing into service a new motor car.

San Leandro, Cal.

O. F. Chichester, general manager of the Hudson Lumber Company, which operates in various parts of the country four mills for the manufacture of lead pencil material, is now making his headquarters at the San Leandro, Cal., mill.

The Law of Inertia

holds true in the commercial world just as surely as in the realm of physics. It takes energy and effort to start something going. And if, after that, you want to stop it you'll have to expend an equal amount of energy.

Are you one of those dealers who, perhaps from lack of time, perhaps from inertia, have failed to investigate what possibilities there are for you in

World and Tuxedo Brands of Ribbons and Carbon Papers

Then you are the man whom we desire particularly to interest in this advertisement. You know that to achieve anything worth while requires effort. And we know we have something worth your while. Considering that the end in view is a highly profitable business for you, and that the amount of energy necessary to get started is so small, we'll be surprised if we don't receive your letterhead with the request for samples and for special agency terms. And, once interested, we know you won't want to stop.

International Carbon Paper Company

206 Broadway, New York, N.Y. — 17 Quincy St., Chicago, Ill.

"Shorthand" by Machine

The Fastest Writing Machine in the World

22 Keys vs. Hundreds of Characters

There is no complication in Stenotypy. No confusing curves, circles, dots and dashes, meaning one thing when written on a line, another above and another below. No difficult shadings, or long and short strokes as in shorthand.
Instead—22 keys plainly stamped, which print English letters—written always the same—always unmistakable, always sharp and clear regardless of speed at which the machine is operated.
Any Stenotypist can transcribe Stenotypic notes no matter which Stenotypist wrote them—as quickly and accurately a year later as the day they were written.

The Stenotype Demand

Business men want this Stenotype accuracy—this Stenotype speed. It means more and better letters per day for them. They willingly pay more for this higher efficiency. As a result, Stenotypists are in demand, at higher salaries. They get the BIG stenographic positions.

The Stenotype Co.
INDIANAPOLIS, U. S. A.

DISTRICT OFFICES:

New York	Chicago	St. Louis
Boston	Pittsburgh	Cincinnati
Kansas City	Waterloo	San Francisco

See the National Stenotype Announcements.

To Shorthand Writers

You who know shorthand, we want you most of all to investigate this new system. Its advantages will be most apparent to you.

The ever-legible Stenotypic notes will appeal to you. Think of printing your notes in plain English type—so indelibly recorded that they will be legible indefinitely.

Moreover, you can watch the speaker's lips while writing, making every word easier to understand.

Send the Coupon

Before you do anything else, send the coupon. Cut it out now and mail it.

We'll send you in return, FREE trial reading lesson so that you may judge Stenotypy for yourself. We will also tell you how you can increase your efficiency during your spare time—where to study Stenotypy at night.

Only the best business schools teach Stenotypy — 300 of them, scattered throughout the United States, are helping ambitious Stenographers to increase their efficiency and earn more salary.

The first step is the coupon—mail it TODAY.

(112)

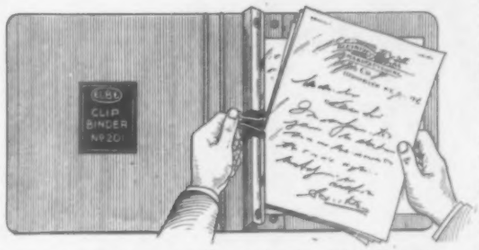
The Stenotype Company,
Indianapolis, U. S. A.
Gentlemen:—
Please send me Free Trial Reading Lesson.

_____

_____

_____

THE ELBE CLIP BINDER



is a desk companion, and acts as a receptacle for loose sheets on the desk. Can be used either as a temporary or permanent sheet holder, to keep such as "letters received," "duplicate copies," "quotations," or any other important papers for immediate or future attention. All sizes and styles.

Imported Board Covers
Letter Size, 11x8½, Retail Price . . 15c
Cap Size, 14x8½, " " . . 20c

Send for catalogue aud discounts.

PRACTICAL—DURABLE—INEXPENSIVE

ELBE FILE AND BINDER CO., 148 Duane St., New York, N. Y.

Macey

Perpetual Transfer System

SAVES TIME, MONEY and PATIENCE

The Macey Perpetual Transfer System has been designed to meet modern conditions and may instantly be adopted in place of the old fashioned periodical transfer method, without any confusion whatever. It can be carried out with any arrangement of index guides and folders.

The small transfer boxes are light and easily handled. They are inexpensive and may be filed away like books on shelves or in Macey Sectional Transfer Racks, provided especially for this purpose.

The capacity of the permanent file is increased by the process of perpetually weeding out and transferring the bulky folders—no other need be transferred. When entire contents of files are transferred periodically, say twice a year, all references for several weeks thereafter will be to the transfer cases. Instead of getting 12 months' use of the files, as with the Macey Perpetual Transfer System, you get only 9 or ten months.

It is the simplest, most economical and practical transfer system ever devised. Booklet with full description, and prices on request.

The Macey Co.
GRAND RAPIDS, MICHIGAN

UHL ART STEEL FURNITURE

UHL ART STEEL

Typewriter Table and Cabinet

One of the best advertised quickest selling Office Appli ances on the market.

Description:

Has indestructible steel frame with built-up wood platforms which are noiseless under operation. Stands on its feet as solid as a rock, yet a simple turn of the lever throws the weight on leather casters and you can move it instantly and silently to follow the light or from room to room. Has ample space for a week's supply of stationery, but no drawers to serve as "catch-all" for odds and ends. Always clean and sanitary. The sides fold up, steel top rolls down and locks securely.

BEWARE OF IMITATIONS

There is only one genuine "UHL" Cabinet on the market—it carries the trade-mark shown at the corners of this advertisement.

OPEN

Affords as much room as old-style desk

CLOSED

Occupies only 4 sq. ft. of floor space, saving 6 sq. ft.

How We Help You Sell It

First, there's our forceful advertising in the most widely read mediums—Saturday Evening Post, Literary Digest, System, Cosmopolitan, etc., etc., each of which reaches many people in your town who need an UHL Cabinet. Their inquiries and orders are sent to you.

OUR 15 DAY TRIAL OFFER

is a great sales-clincher. If a prospect orders one in good faith and finds within 15 days that it is not all we claim for it, take it back—in all our experience less than 1% were ever returned. If he keeps it we guarantee it forever against defective material or workmanship.

TOLEDO METAL FURNTURE CO., 2385 Dorr St., Toledo, O.

RIBBON & CARBON PAPER NEWS

(By Special Correspondence.)

Chicago, Ill.

The Chicago sales force of the Ault & Wiborg Co. has been augmented by the addition of Messrs. R. F. Mahrlein and S. Goldsmith, who are doing very consistent work.

* * *

The Chicago sales force of the Carter's Ink Company are packing their grips preparatory to attending the annual sales convention which will be held in Boston during the week of December 15.

The enlarged facilities afforded by the company's ribbon and carbon department in the new quarters at 9 to 11 West Austin avenue have served in good stead in that the Carter's Chicago branch ribbon and carbon business for the last year has exceeded that for any similar period previously.

On December 1 general manager Charles B. Gordon paid the Chicago office of The Carter's Ink Company a flying visit and inspected the local branch's new home.

* * *

F. W. Neely, secretary of the Neely & Peacock Co., has just returned from what he reports to have been a very successful Western trip.

R. E. Eberwine, vice-president and manager of the Cleveland branch, at Thanksgiving time spent several days conferring with chief chemist G. W. Bedworth and the chemical department. Mr. Eberwine has just completed a trip which had for its object studying the needs of the ribbon and carbon user in the East so that the company might serve its patrons as efficiently as possible.

There is now well under way that part of the Neely & Peacock advertising campaign directed particularly toward the stenographer or the user of ribbons and carbons, who are receiving paper weights which contain looking glasses. The surface of this novelty which must be up if the device is to be effective as a weight bears the company's imprint, thus acting as a constant reminder of the Buckeye products.

The company's business has grown to such an extent that there is under contemplation the establishment of a foreign branch. Likewise the growth of domestic business demands constant additions to the sales force and the president of the company is considering applications.

* * *

R. A. Beck, of Chicago, general sales agent of the Keystone Carbon Paper Manufacturing Company, with works at Franklin, Pa., is making another Pacific Coast trip in the interest of his company, and reports conditions good, business in territory west of the Mississippi river having increased steadily and rapidly during the last two years.

Cincinnati, Ohio.

The Ault & Wiborg Co. report an increasing number of dealers and are gratified by the voluntary reports received as regards the quality of their goods and the satisfaction they are giving. Arrangements have been made whereby the road men call on dealers more frequently than in the past, thus enabling them to give the dealer more of their personal attention.

Cleveland, Ohio.

Although the Cleveland branch of the Neely & Peacock Co., under the managership of vice-president R. E. Eberwine, has been established only one month, the business done has made it necessary to increase space three times within the period.

Los Angeles, Cal.

The Neuner Company, local depository for southern California for the Keystone Carbon Paper Manufacturing Company's products, report a growing demand and a very satisfactory business in the Keystone line.

San Francisco, Cal.

The Schwabacher Frey Stationery Company, distributors of the Keystone Carbon Paper Manufacturing Company's ribbons and carbons for northern California and Nevada, report an increased demand for the Keystone line, in which they are doing a very gratifying business.

* * *

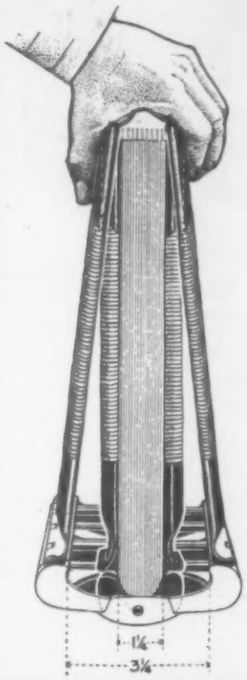
A progressive branch of the Neely & Peacock Co. has been opened here and is under the management of H. S. Johnson. The rate at which orders have been coming in to the home office indicates that the San Francisco branch bids fair to become a most important factor to the sales force of Buckeye ribbons and carbons.

THE
EMERALITE
DESK LAMP

WITH GREEN GLASS SHADE
THE BEST LAMP FOR OFFICE OR HOME

"KIND TO THE EYES"
Does Not Tarnish or Collect Dust
Made in many patterns for any location.
Send for our Emeralite Booklet with prices.
H. G. McFADDIN & COMPANY
44 Warren Street New York

The P. & M. Loose Leaf Line
and Metal Parts



THE P & M STEEL LEDGER
in three stock capacities has become
A WORLD STANDARD

We make the *only* loose leaf ledger with posts re-inforced at the anchorage—not merely riveted to a thin plate.
We make the only *post* ledger providing an expansion of over 100%.

We Have Just Added
to the line the best ring binder ever produced. Read "The Stunt" for December to get full particulars about
The New P & M Ring Binder
and compare this with competitive devices. You will then admit
THIS IS THE LINE

The Plew & Motter Company
(A Corporation—Not a Trust)
1200 West Monroe St., Chicago, U. S. A.

This 4-Drawer U. S. Steelco Transfer File
$18.00

This Transfer File is the best made and it is our standardization policy which enables us to make these Files in large quantities at the lowest cost and offer them at this startlingly low price. *The saving goes to you.*

These Files are made in

ONE GRADE—The Best
ONE FINISH—Olive
ONE STYLE—Four Drawer
TWO SIZES—Letter and Legal Cap

U. S. *Steelco* Transfer Files are made of the best furniture steel, giving absolute stability. They are at the same time collapsible for economy in transportation, storage room or in replacing interchangeable parts. Each has four drawers running on rollers. The finish is Olive Green. It is baked on and will not crack, chip or flake.

DEALERS WRITE FOR DISCOUNT

U. S. Steel Furniture Company
449 South West Street Syracuse, New York

AGENTS WANTED

In every business office there is some sort of a list of names that is addressed at regular intervals.

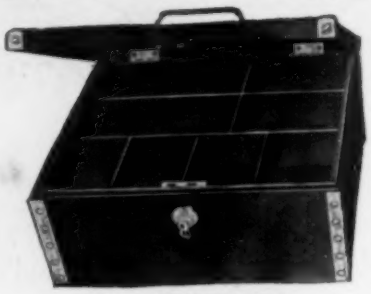
Every business office would buy an addressing machine if addressing machines didn't cost so much money.

We have just perfected a $35.00 addressing machine that will address 1,500 envelopes, circulars, etc., per hour.

If you have an office appliance trade, we would like to give you the agency for this little $35.00 machine.

If you are interested, write to The Elliott Addressing Machine Co., Cambridge, Mass., for further details.

A Practical Christmas Suggestion



A Heavy Steel Plate Box

Mr. Dealer, you will find that a display of Meilink Security Boxes among your holiday suggestions will be a profitable one. Their handsome design and finish and substantial appearance will appeal to your trade who are looking for a practical Xmas gift. They are ideal for valuable private papers or silverware and jewelry in the home; and for many uses in the office. For cashiers in any line of business they are a necessity.

CONSTRUCTION

Security Boxes are manufactured from one piece of 16-gauge steel plates and the corners are reinforced with steel angles. They are fitted with all-brass pin tumbler lock with paracentric keys. There is no duplication of keys.

FINISH

Security Boxes are finished in highly polished black enamel. The corners, and also the handle and lock, are nickel plated. They present an artistic appearance.

You will be surprised to know how many of your customers are looking for something better than the old tin box.

Security Boxes are made in two styles and four convenient sizes.

Write for our 72-page catalog showing 40 styles of safes for home and office. Let us tell you about our exclusive agency plan.

THE MEILINK MANUFACTURING COMPANY

1605 Oakwood Avenue, TOLEDO, OHIO

WEDDING ANNOUNCEMENTS·· CARDS··· PROGRAMS

THE UNUSUAL IN STATIONERY

NEW AND EXCLUSIVE DESIGNS FOR THE DISCRIMINATING BUYER WHO DESIRES INDIVIDUALITY COMBINED WITH GOOD TASTE AND CORRECTNESS OF FORM

ORIGINAL MONOGRAMS CRESTS·· BOOK··· PLATES··

J. T. ARMBRUST

1026 FINE ARTS BUILDING,·· CHICAGO

FURNITURE NEWS

(By Special Correspondence.)

Chicago, Ill.

On October 21 the Chicago Furniture Manufacturers' Association held its annual meeting at the Chicago Athletic Club. Besides the reports of committees and the discussions on topics of the trade, there was the annual election of officers. The following men were chosen: D. A. Raggio, president; Herman Koenig, vice-president; George C. Powers, treasurer; F. D. Francis, secretary; Joseph Johnson, Samuel Sailor, H. M. Mallen, E. Fenske and D. H. Goldbeck, directors.

* * *

A fire last month caused a damage of $75,000 to the four-story factory of Freedman Brothers & Co., 731 Mather street. A large part of the goods lost consisted of office furniture of which the company is wholesale distributor.

Cleveland, Ohio.

The death of Sterling S. McMillan has resulted in a reorganization of the Marble & Shattuck Chair Co. Fred D. Hills, the veteran furniture salesman, has quit the road and will now devote all his time to his work as president of the Marble & Shattuck Chair Co. Arthur B. Hunn, Mr. Hill's nephew, is vice-president and eastern manager. Thomas W. Foote, the new member of the firm, is treasurer and general manager.

Los Angeles, Cal.

The Los Angeles Desk Company of Los Angeles, Cal., recently filled a large order in equipping the new quarters of Robert Marsh & Co., a large real estate firm. The order called for about 100 chairs and forty desks, twenty-four of which were roll-top of the same design.

Lynn, Mass.

A large advertisement which the R. S. Bauer Company inserted in a recent issue of the Lynn Evening News announces the fact that the office furniture department of the R. S. Bauer Company will equip the National City Bank of Lynn with furniture. Both the sale and advertisement speak volumes for the company.

New York, N. Y.

One of the largest commercial furniture dealers in the city, Charles E. Matthews, 275 Canal street, has opened an up-town branch at 31-33 East Twenty-eighth street, as announced in our last issue. To the regular business of the company has been added a commercial stationery department which is in charge of David Tower Crossman, who has been with the Tower Manufacturing & Novelty Co. for eight years, the last three as manager of the retail department.

Rochester, N. Y.

George S. McCormick has been succeeded by A. Furlong as traveling representative covering Kentucky, Tennessee, Virginia, North and South Carolina for the Yawman and Erbe Company, Rochester, N. Y. For the past seven years he has been with the Schumert & Warfield Company, New Orleans, La., dealers in office equipment. When he left he was store manager, having risen to that position through having been, first, a salesman and then buyer. Mr. Furlong also spent four years with M. S. & D. A. Byck, stationers and printers, Savannah, Ga.

San Francisco, Cal.

Miles P. Benton, president of the Benton-Herald Desk Company of Seattle, Wash., passed away unexpectedly at his home in that city in the evening of November 14. Death was due to heart failure. He was one of the best known business and club men of the city. He was born in Iowa in 1860, and as a youth entered the railroad business. For many years he was agent for the Burlington System in Seattle. He retired from the railroad business in 1901. He was a member of the Rainier Club and was also a Shriner and a Knight Templar. He is survived by a widow and a daughter.

* * *

The C. H. Jenkins Company has rearranged its quarters on Bush street to accommodate increased stock in various lines. A large display of Meilink safes, including the new filing safes, has been installed on the ground floor and a new salesroom has been fitted up in the basement. Fred D. Smith, who has been connected with the Meilink business in Los Angeles, Cal., is now associated with Mr. Jenkins.

* * *

A. Carlisle & Co., who have been making a specialty of Wagemaker filing devices for the past year, report great success with the line and have practically doubled their stock.

* * *

S. W. Fuller, who is manager of the Coast department of Heywood Brothers & Wakefield Co., has, with his wife, been spending several months in the East visiting his old home. He also visited some of the company's branches in other cities.

The Porto Clip File

THE QUICK SYSTEMATIZER

THE PORTO CLIP FILE is the newest, safest and most practical device for handling legal papers, correspondence, documents, etc.

INEXPENSIVE SUBSTANTIAL

Papers cannot be accidentally lost, blown away, or mislaid; are securely held without mutilation and can be read without removing same from file.

Cover insures instant privacy, safe transportation, and furnishes convenient writing surface.

Indispensable, at the office, at home, or traveling.

BOUND IN CLOTH

Letter Size, 11¼x10½ in. Retail Price 50 cents
Legal " 14 x10½ " " " 60 "

Try Your Stationer First

Made by the

AMERICAN CLIP COMPANY
NEW YORK

The Belden Handy-Pad

Approved by Dealers and Users Alike

A simple, light, strong, scratch-pad holder, quickly attached to any desk telephone.

Holds paper or any scratch-pad under a powerful, strong clip. Pencil or cigar rack attached as shown.

Made of punched steel, enameled. Guaranteed not to chip, crack or peel. Adds practically no weight to the 'phone. Nothing to get out of order.

Increases accuracy by encouraging the making of records of every 'phone conversation. Decreases chances of error, mistakes, complaints, etc. **A standard office equipment.** Should be on every desk 'phone everywhere.

Saves time, trouble, worry, its cost every month.

Retail Price 50c, including 4 pads of paper.

Dealers Wanted. Terms liberal **Proposition Attractive** Profits—100% to 150%

A dummy demonstration telephone free with first order of one dozen. Order a dozen today. We pay the freight.

The Belden Manufacturing Co.
2303 S. Western Ave. (EXCLUSIVE MAKERS) Chicago, Ill.

OFFICE TABLES

A complete line shown in our new catalog in a way that helps make sales. You will not know how much until you have it. Send for a copy.

LOUIS F. NONNAST SONS
1015 N. HALSTED ST. : : : CHICAGO

YOU Should Sell

Greir Typewriter Paper

DO YOU?

There are twenty-eight good reasons why you should sell the Greir Typewriter Papers and Manuscript Covers. You can see them in the sample book. We want you to write for it today.

Will you do it?

Greir Typewriter Paper Company
1213 Arch Street
PHILADELPHIA

They Look Right

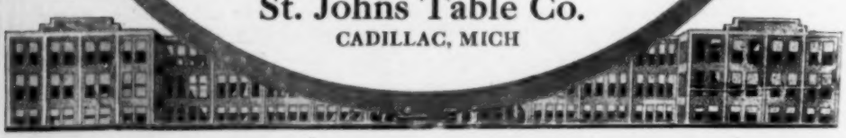
Made for the business office and showing it in every line St. Johns Tables give the right impression on your floor and in your customers' offices.

Distinctive designs and superior construction characterize every one from the largest directors' table to the smallest pattern.

If you've ever sold them you know that your profit is sure on every one and is based on the largest possible margin.

Write for the new, profusely illustrated catalog and price list—today.

St. Johns Table Co.
CADILLAC, MICH



OMECO

STEEL OFFICE FURNITURE

Have You Investigated

the merits of OMECO Steel Office Furniture? It so, you have no doubt noticed the neat, simple and strong lines which characterize our product.

It has been our aim to manufacture stock desks, tables, filing devices and special equipment in which the workmanship, material and finish are of the highest possible grade.

How well we have succeeded is evidenced by the fact that during the past two years the demand for OMECO Steel Office Furniture has exceeded our expectations and taxed our factory to its utmost capacity.

Our manufacturing facilities have been increased so that we are now prepared to place our agencies with a few more high class dealers.

Catalogue and particulars will be sent on application. Write us.

THE O. M. EDWARDS CO., Inc. - Syracuse, N. Y.

LOOSE LEAF NEWS

(By Special Correspondence.)

Boston, Mass.

The Irving-Pitt Manufacturing Company has opened a branch sales office in the Compton building, 161 Devonshire street. F. L. Gibbs is in charge. This new branch enables the company to give its New England patrons excellent service.

Chicago, Ill.

Both The Horder Stores, Inc., and the Marshall-Jackson Company have during the last month been making special window displays of loose leaf ledgers.

* * *

L. F. Flynn, who has for a number of years been with the New York office of The Proudfit Loose Leaf Co., has been transferred to the Chicago office.

Cincinnati, Ohio.

The growth of Fred Procter's loose leaf manufacturing and bindery business has necessitated the leasing of an additional floor of the Brandon building.

Holyoke, Mass.

Announcement is made to the trade that the National Blank Book Company has acquired an interest in the Bigelow Binder Company, 198-200 Canal street, New York, N. Y., and in the "Big Ben" line of patents. Hereafter orders for "Big Ben" binders or novelties will be shipped, if desired, with National blank book consignments from either New York or Holyoke, as both companies will now sell the "Big Ben" line.

London, England.

J. Adams Keene, manager of the National Loose Leaf Company, Ltd., reports the removal of the company's business to Canadian House, 75 Little Britain, London, E. C.

New Orleans, La.

The Loose Leaf Ledger Shop is the name which has been given to the store opened by Petelin & Co., at 621-623 Commercial place, New Orleans, La. The principal in the company, J. H. Petelin, is known to the trade by reason of his connection with T. Fitzwilliam of New Orleans. Although loose leaf lines will be the specialty in the new business, the company will do a retail business in stationery and printing.

New York, N. Y.

One of the New York dailies in a recent issue threw down the gauntlet to loose leaf men. An article, while admitting that loose leaf books had gained wide usage, advanced the old objection that the system gives opportunities for fraudulent entries not possible with bound books. The statement was that a man with questionable motives might when he was buying his stock get exact duplicates of each page, the second sheet to be used when there was danger of an investigation of the company's books. A reply will be found in our editorial pages.

Philadelphia, Pa.

The first floor of the home of the William Mann Company, 529 Market street, has been remodeled to better serve the needs of the sales department and executives. The offices which were formerly at the front of the building have given place to display cases. Partitioned rooms toward the rear of the building serve as executives' offices.

* * *

The current interest in the working out of the income tax law is the basis for the William Mann Company's successful display of their income tax blanks which are attracting much attention.

San Francisco, Cal.

W. D. McGillivray, Coast traveler for the Sam'l C. Tatum Company, has just recovered from an attack of ptomaine poisoning, which delayed his activities for several days.

* * *

Geo. Wolcott was a recent visitor to the San Francisco trade in the interests of the Irving-Pitt Manufacturing Company. He had called on the trade in southern California before arriving here.

Urbana, Ill.

A method for permanently binding loose leaf books has been invented and put into practical use by Boyd Blaine, clerk of the circuit court. The pages are bolted together and wedged. The permanent cover is then bound on and a steel rod fastens the body of the book to the cover. It is said that one cannot remove the contents of the book without using tools or destroying the binding.

Washington, D. C.

F. A. Yates of The Proudfit Loose Leaf Co., Grand Rapids, Mich., has been appointed district sales-superintendent, with headquarters at Washington, D. C. His territory covers the District of Columbia, Maryland, Virginia, and the eastern part of West Virginia.

Printers Who Know How

to employ their art to the best advantage can produce steel engraved securities of the highest quality with the use of

"K. B." BLANKS

They are made like money. They look like money. They feel like money. Crisp currency—that's the idea. Therefore, dealers and investors prefer them. The only line of steel engraved blanks on the market. Do not confound them with lithographed blanks.

Samples and prices on application

KIHN BROTHERS Bank Note Engravers
99-103 Beekman Street New York

ACME SURE-SHOT BINDER

AN instantaneous clutch for your papers at a slight pressure of your hand on a knob at the top of the machine—that is the service which the ACME offers your business office.

You couldn't clog the ACME if you tried, for a specially devised anti-clogging attachment throws off the bits of paper and metal as fast as the sheets are fastened. It holds 100 wire staples at a charge and will bind to one-quarter inch any kind of paper or fabric. The stoutest and simplest working stapler on the market today.

An Opportunity for Dealers to Cash In on a Demand That Is Constant.

The ACME SURE-SHOT BINDER makes friends wherever once used. Lawyers prefer it for legal documents, and office men mention it in their re-order requisitions. That means a big demand and a sure-shot profit for the dealer that handles the line. Write for Booklet and Discount List.

ACME STAPLE CO., Ltd.
112 North 9th Street
Dept. O,
CAMDEN, N. J.

Canadian Representatives:
ERNEST J. SCOTT & CO.,
59 St. Peter St. Montreal, Can.

"IT STICKS"

The Shallow Can Keeps the Brush Clean

Dennison's TRADE MARK

GLUE

In the Broad Base Half-Pint Can

A Convenient Container

Strongest and Purest Glue
Stocked by the Stationery Trade

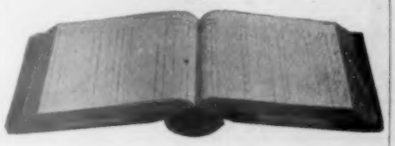
Dennison Manufacturing Co.
THE TAG MAKERS

BOSTON NEW YORK LONDON PHILADELPHIA BERLIN CHICAGO BUENOS AIRES ST. LOUIS

PROUDFITS

FOR EVERY LOOSE LEAF PURPOSE

No posts or thongs. Inch and one quarter binding. Absolutely flat opening. Unlimited expansion.



Proudfit Spring Back Current Binder open, ready for use. Note flat opening and narrow binding margin.

The Proudfit Loose Leaf Co.

GRAND RAPIDS, MICH., U. S. A.
BRANCHES IN ALL LARGE CITIES

BUSHNELL'S Paperoid ALVAH BUSHNELL CO. PHILADELPHIA WEARS LIKE LEATHER

Every STANDARD line is worthy of its name.

BUSHNELL'S PAPEROID GOODS—

are sovereign, and continue to enjoy the greatest sale.

Do YOU care to supply the best goods to your customers? If so, handle the BUSHNELL (complete) line, and let us help you increase your business on this class of goods.

ALVAH BUSHNELL COMPANY, 925-27-29 Filbert Street, PHILADELPHIA

NUMBERING MACHINES BANDARE CHECKS CORPORATE SEALS POCKET NOTARY TRADE CHECKS RUBBER STAMPS

We are "MANUFACTURERS" not Agents for these Goods

SEALS, STENCILS, BADGES, STEEL STAMPS

METAL CHECKS, POCKET COINS, RUBBER STAMPS, ETC.

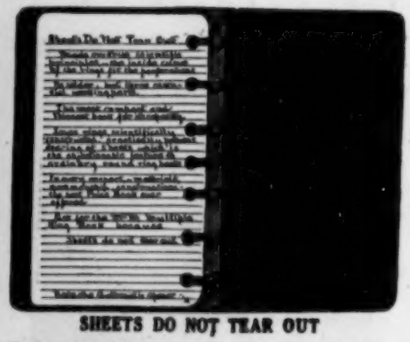
123456 CHECK PROTECTORS

MEYER & WENTHE

STORE 108 N DEARBORN ST CHICAGO FACTORY 24 TO 30 S. JEFFERSON ST

McM MULTIPLE-RING PRICE BOOK

Sheets Do Not Tear Out



SHEETS DO NOT TEAR OUT

Seven rings scientifically made
Automatic openers for rings
1-8" thinner than other books
Cost no more than the old kind

OVER 350 STOCK SIZES AND STYLES

Does a book which corrects the trouble you have had—sheets tearing out—appeal to you?

Dealers should provide this book. It corrects trouble and broadens the field for Ring Book uses.

McMILLAN BOOK CO., Syracuse, New York

Why Has The Peerless Moistener Won Its Way to Popularity?

Ask Sears Roebuck, Montgomery Ward, Marshall Field & Co., John M. Smyth and thousands of other firms, (large and small) in this and other countries.

Peerless Moisteners are **standard** wherever mail is handled.

FOR SALE by leading **dealers** everywhere.

Circulars and Prices on Request

Peerless Moistener Company

834 Claremont Avenue CHICAGO, Ill.

Standard 75c delivered. Extra Large, diameter 7 inches, $2.85 delivered.

Montgomery Ward have over 300 extra large size in use in their offices.

The ADDING MACHINE

(By Special Correspondence.)

Berlin, Germany.

In Germany The Adder Machine Company, of Wilkes-Barre, Pa., operates under the name of The Adder Machine Company mit beschraenkter Haftung. The general director of this foreign department is Vincent A. Dodis. The increase in the company's foreign business with the Wales visible adding machine has made necessary the leasing of larger Berlin quarters and the offices of The Adder Machine Company m. b. H. are now located at Friedrichstrasse 210, Berlin, S. W. 68, Germany.

Chicago, Ill.

Howard E. Preston, for two years Chicago manager for the Felt & Tarrant Manufacturing Company, and for three or four years European representative of that company, has recently been made European agent for the adding machine department of the American Can Company. He was recently in Chicago completing the details of the new management and left about the middle of November for Europe.

Detroit, Mich.

A class of twelve inspectors from as many service stations of the Burroughs Adding Machine Company all over the country were in attendance at the Burroughs school at the Detroit factory during October and November. They were: H. A. Jarrell, Columbia, S. C.; Ray Griffity, Kansas City, Mo.; Ernest Eade, Montreal, Quebec; J. W. McMasters, Oakland, Cal.; W. H. Prince, Knoxville, Tenn.; H. E. Hadden, Kalamazoo, Mich.; H. S. Bassford, Reading, Pa.; C. G. Bowker, Albany, N. Y.; J. A. Hohn, Johnstown, Pa.; G. H. Bowneade, New Orleans, La.; Kimball Ross, Worcester, Mass.; F. A. Wiggins, Columbus, Ohio.

* * *

Andrew G. Houston, of the system service department of the Burroughs Adding Machine Company, returned from a three weeks' trip to New York City, where he attended the business show recently held there. Mr. Houston worked with the salesmen of the Burroughs New York office on department store accounting and demonstrated the application of Burroughs machines to this work. He also demonstrated the Burroughs ledger posting machines at the business show.

* * *

C. P. Staubach, assistant general sales manager of the Burroughs Adding Machine Company, returned to the factory October 5 after a trip of several thousand miles through the West. He visited many of the Burroughs branch offices. Mr. Staubach left Detroit in August, and first visited Cleveland and Akron, Ohio. Then he headed west to Montreal, Fargo, Billings, Montana; Butte and Spokane to Seattle. From there he went direct to Victoria and Vancouver, Canada; then went to Portland, Oregon; San Francisco, Sacramento and Oakland; and then south to Los Angeles. He visited Phoenix, El Paso, Oklahoma City, Kansas City and Chicago and back to Detroit, the entire distance being covered in forty-two days. The trip was devoted chiefly to conventions in the various Burroughs agencies, where new machines and systems were studied.

New York, N. Y.

The Remington Typewriter Company is waging a special sales campaign which has as its object greater publicity for the various Remington machines with the Wahl adding and subtracting attachment. As an inspiration to salesmen the company distributes to men who have established certain sales records such prizes as gold watches, china dinner sets, etc. The plan has been productive of some very gratifying results.

San Francisco, Cal.

W. W. Erskine, California sales manager for the Dalton Adding Machine Company, reports the sale of seven Dalton machines to the Standard Oil Company within the last month for different offices in the city and state. He also reports the sale of two electric Dalton machines to the Otis Elevator Company, and says that November bids fair to be the largest month in the history of this agency.

Seattle, Wash.

J. Scharman, of J. Scharman & Co., has been appointed agent of the adding machine department of the American Can Company for the Pacific Northwest, covering Oregon, Washington, British Columbia and Alaska. Mr. Scharman's offices are in the Hoge building, Seattle, Wash.

HART TYPEWRITER DESK

NEW **NOVEL** **DUSTPROOF**

BUILT ON a new principle. Hart's Patent Hinge holds the typewriter bed up without hooks or catches. No springs—no counterbalance weights—no intricate parts. Bed easily raised or lowered. When closed top and bottom are dustproof. All working parts concealed.

Guarantee. The Hinge is guaranteed for life. Workmanship and material against defects of any nature.

DEALERS wanted in all cities. I protect and help you build business.

Send for Catalog B today.

C. A. HART, Manufacturer
520 Main St. FINDLAY, OHIO

JUST TO REMIND YOU

of the fact that profit for you and permanent satisfaction for your customers lie in

Summit, Apex, and Cyclo Brands
OF
Typewriter Ribbons and Carbon Papers

and that we shall be glad to prove our contentions if you will but make the request. No live dealer ever fails to investigate a proposition which promises permanent profits. There is no reason, is there, why you should not write us immediately?

UNION RIBBON & CARBON COMPANY

Main Office and Factory: Front and Laurel Streets, PHILADELPHIA
Western Office: 417 South Dearborn Street, CHICAGO

No. 29
15½" High

NOTHING better has been offered for office and bank use.

CUSPIDORS

MADE IN DETROIT

THE IRELAND & MATTHEWS MFG. CO.

CARBON PAPER SATISFACTION

You've always had to buy carbon paper often because you've used one grade for every purpose. From the nine different grades of

SMEARLESS

Carbon Paper you are able to select a grade particularly adapted to each class of work. Guaranteed not to smear and to outlast any carbon made. When you know the economy of this specialized carbon paper, you'll know carbon paper satisfaction. Our descriptive booklet and samples free on request.

We want agencies in all parts of the world. We have exceptional opportunities for agents and dealers to establish exclusive unassigned territory.

Typewriter Ribbon Perfection

It's easy to say that a ribbon will give clear impressions until actually worn out, but we don't believe any other maker uses as strong imported webbing as we do. Besides, our own secret chemical treatment makes

WEAREBEST

Typewriter Ribbons all and more than their name implies, and a sample side by side with the ribbon you're now using will prove it.

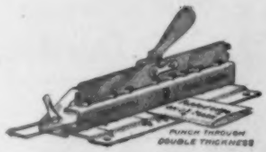
73 St. Paul St. **VACUO STATIC CARBON CO.** Rochester, N. Y.

The "B & P" Universal Punch Press

SIX IN ONE

There are three Standard Guages of 3/16" Post Binders and three Standard Gauges of Prong Binders.

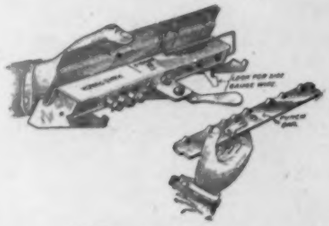
It Punches Them All



The Universal Punch

is a practical, simple and strong punch for office use, and one that the office boy can operate **quickly** and without fear of breaking.

$1.75



Notice the Simplicity
This Shows Method of Adjustment

BOORUM & PEASE Loose Leaf Book Co.

MAKERS OF

"Standard" and "S & T" LOOSE LEAF DEVICES

MAIN OFFICE
109-111 Leonard Street New York

FACTORIES
Brooklyn, N. Y. St. Louis, Mo.

Do Wood BUILDINGS Retard Fire?

Then Why Should Wood CABINETS?

Think it over and decide for yourself. You undoubtedly want Filing Equipment that will retard the flames, and it's yours to decide.

BERGER STEEL FILING CASES

offer you a double steel wall construction with air space between the thicknesses of steel, and were a fire to start in one of the file drawers it would not even spread to the next. Not only this, but they are weather-proof, sanitary, attractive and unusually durable. *Drop us a line today for complete catalog.*

The Berger Mfg. Co., Canton, Ohio

Agencies in All Principal Cities.

1034 Washington Avenue, PHILADELPHIA, PA.

Eastern Display Rooms, 11th Ave. and 22nd St., NEW YORK, N. Y.

New England Display Rooms, 286 Devonshire St., BOSTON, MASS.

TERRELL'S STEEL CUPBOARD

Makes Your Office Papers Fire and Theft-Proof

Office and factory supplies demand safeguarding as a part of your working capital. By keeping your records, papers and all inflammable articles of value in a Terrell's Steel Cupboard, you can feel safe against any emergency, for it protects your smaller valuables as securely and efficiently as a watchman does your vault.

Shelves and spacing according to requirements. Baked enamel finish—black, olive green or maroon.

Dealers will find their profits on this line assured by a steady demand.

TERRELL'S EQUIPMENT CO., Hilton Street Grand Rapids, Mich.

Other OFFICE MACHINES

(By Special Correspondence.)

Chicago, Ill.

The Chicago office of the Dictaphone is no longer at 101 North Wabash avenue, but is now located in its larger and more commodious quarters on the seventh floor of the Ward building, 14 North Michigan avenue. The old telephone number, Randolph 2771, is still retained and the company will be glad to serve its friends if possible, even more efficiently than in the past.

* * *

The American Multigraph Sales Company has an ideal business home in the offices of its Chicago branch, under the direction of division sales-manager, O. H. Chamberlain, Jr. The company's Chicago quarters are located on the twelfth floor of the new Lytton building at State street and Jackson boulevard.

The eleventh and twelfth floors of this building, by the way, are to be devoted to offices of non-competing firms in the office equipment field. On the twelfth floor are already located such companies as The General Acoustic Company, manufacturers of the Dictograph; The American Multigraph Sales Company; The Fox Typewriter Company, etc. Further details of the plan for these two floors will be found in the column For the Attention of the Manufacturer.

Cleveland, Ohio.

A capital of $150,000 is in back of the Automatic Addressing Machine Company, a concern recently incorporated at Cleveland, Ohio, by W. H. Stanley, P. C. Stiloer and J. W. Curtis.

Dayton, Ohio.

D. D. Gray has assumed charge of the Duplicator Manufacturing Company's Dayton agency.

Fresno, Cal.

The name of the Multicolor Press Company, of Fresno Co., has been changed to the Linsenby Manufacturing Company. They will manufacture the Mahlstedt Multicolor Press as heretofore. Carl A. Linsenby is general manager of the company.

New York, N. Y.

Two new machines put out by the New Era Manufacturing Company, 450 Fourth avenue, are the New Era pencil sharpener and the New Era check writer. The company has already made a great success of its check protecting machine and as much is expected of these two new devices.

* * *

The Detectaphone is a sound-conveying apparatus such as has been used for overhearing conversations forming evidence for legal cases. The instrument is manufactured by the Detectaphone Company of America, recently incorporated under the laws of New York State. Remington E. Rose, manager of the Yawman & Erbe Manufacturing Company, Rochester, N. Y., is vice-president of the new company, and Walter C. Tower, of Tower Brothers' Stationery Company, is secretary-treasurer.

Sag Harbor, L. I.

The Stenographic Typewriting Company is the name of a new company which will in all probability locate its plant in Sag Harbor. The company officials state that they have on hand orders sufficient to keep the plant busy for a long time to come manufacturing the stenographic typewriter, a machine which it is said will enable the amanuensis to take words as fast as they are spoken and to write them in plain English letters. The notes are in convenient shape for filing. Later on the inventor of the machine hopes to bring out a model which will make a record that may afterwards be run automatically through a typewriting machine and produce an ordinarily typewritten form.

Saginaw, Mich.

In a recent number of Office Appliances we announced that the American Cash Register Company, of Columbus, Ohio, was to remove its plant to Saginaw, Mich. The company's plant at Webster street and Jefferson avenue, Saginaw, has practically been completed. The building has 50,000 square feet of floor space. It is built of pressed brick with saw-tooth roof construction. The factory and general offices are now located in Saginaw.

Spartanburg, S. C.

Manufacturers of office machines for various purposes should see in the column entitled "For the Attention of the Manufacturer" the announcement that Calhoun & France of Spartanburg, S. C., are to add office machines to their line of typewriters and office furniture. The company occupies the entire ground floor of 106 Kennedy place.

The True Test of Superiority is Comparison

Carbons and Ribbons of the

Columbia BRAND

are complete in all respects.

Wide ribbons (for the Multigraph, Writerpress, etc.) a specialty.

Dealers wishing something exclusive in carbon papers should write to us now for particulars.

Orders filled the day of their receipt is our rule.

COLUMBIA RIBBON & CARBON MFG. CO.
Columbia
CARBON PAPER
TYPEWRITER RIBBONS
NEW YORK, N.Y. U.S.A.

69-71 Wooster Street
New York, U. S. A.

IN these modern days the proper selection of furniture for the office is just as important as for the home. The various pieces should match in design and finish. It is worth while to furnish your office to match from desk to waste basket.

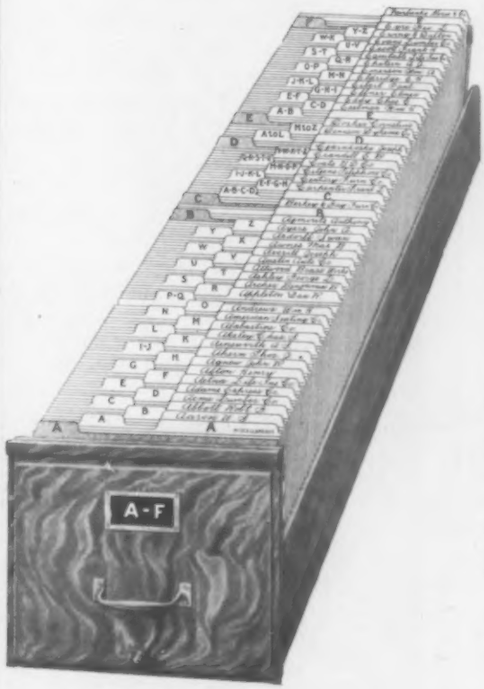
GRAND RAPIDS STOW-DAVIS MICHIGAN

MATCHED OFFICE SUITES

In Oak or Mahogany.

Solve the problem of office furnishing. They have a clean-cut style and harmony of design that attract the eye. The goods themselves are their own best advertisement. They are right in quality and price. There is twenty-five years of sustained reputation for high quality and square-dealing back of them. See them at your dealer's. Write for catalog if he does not show them.

Stow & Davis Furniture Co., 70 Front Ave., Grand Rapids, Mich.



Perpetual Indexes

Macey

The Macey Perpetual Index System is simple, sure and ample. It consists of four sets of main guides—27, 100, 200 and 400 divisions of the alphabet; each may be expanded by sub-guides under each of the main divisions.

You begin with one of the sets of main guides and let it expand naturally to meet your own particular needs as they develop in actual use.

There is no guess work about it. It does away with the old guess work idea of anticipating how your future correspondence will divide up in the files — but never comes out as you thought it would — it is impossible to make even a fairly good guess.

With the Macey Perpetual Index you do no guessing. No letter is subdivided until accumulated papers in that particular space makes expansion or sub-division necessary.

Booklet with full information, description and prices on request.

The Macey Co.
GRAND RAPIDS, MICH.

Your inside business methods

Are they as efficient as they should be? The successful office, store or factory is the one which reduces the possibility of waste time and motion to a minimum. This can be accomplished by instant inter-department communication. Let us send you full details concerning the

Turner-Dictograph Telephone System

Once you know the value this system will be to your organization you will not hesitate to install it. With the Turner-Dictograph Telephone System you can give orders to any of your employees without leaving your desk or they their stations. Consider the time this saves—the efficiency it promotes. You can also dictate letters to your stenographer without having her come to your office. There are no attachments to handle. You remain in a natural position and speak in an ordinary tone of voice.

Write us on your letter head

The General Acoustic Co.

220 W. 42nd Street New York

Offices Everywhere

There is a value not to be underestimated in building a business with goods of your own imprint and brand. Prominent dealers in all parts of the country attribute a large measure of their success to having their goods sold under their private brands.

In the ribbon and carbon field this advantage is plain. There are so many cheap grades on the market that when a man gets hold of a ribbon or a box of carbon paper which gives satisfactory service he wants to know where he can get more of the same kind. That means repeat orders.

Goods made by the U. S. Typewriter Ribbon Mfg. Co., put up under your own brand, will bring you repeat orders. They are made up to a standard which will satisfy the most particular customer you have. And if your ribbon and carbon department is booming it will influence and accelerate the sale of every article you carry.

The first step toward this proposition is for you to write for samples. There is no time like the present, so do it today.

U. S. Typewriter Ribbon Mfg. Co.

SANSOM & 8th STREETS

Philadelphia Pa. U.S.A.

The TYPEWRITER

(By Special Correspondence.)

Atlanta, Ga.

C. A. Beauchamp, the manager for the Remington Typewriter Company in this city, is proudly displaying to his acquaintances the gold watch which was recently presented to him as a reward for his splendid business on the adding and subtracting Remington.

Birmingham, Ala.

E. F. Keplinger, the local manager of the Remington Typewriter Company, has a fine dinner set stowed away in his china closet. This set of dishes was sent to him recently from the home office of the Remington in New York because of his proficiency in the sale of the Remingtons, Monarchs and Smith Premiers with Wahl adding mechanism. He hasn't broken a dish yet.

Boston, Mass.

Mr. Ballantine, of the Remington typewriter selling force in this city, has returned from a visit to the home office of the Remington in New York. Mr. Ballantine is making a lot of money these days selling adding and subtracting Remingtons, and he feels in just the right humor to keep up his record.

* * *

W. A. King, formerly of St. Louis, Mo., is now at the Boston office of the Elliott-Fisher Company, 30 Federal street.

Charlotte, N. C.

The new manager of the Remington typewriter branch at Charlotte, N. C., E. T. Shepard, is kicking up a fine dust in the typewriter business of that town. Mr. Shepard has been city salesman for the Remington in Charlotte for some time past, and is therefore well acquainted with the business in that territory and prophesies great things for the typewriter business in Charlotte and vicinity. Mr. Shepard is a veteran in the Remington service, having entered the ranks of Remington salesmen in New Orleans in 1900 under the present Remington manager there, C. R. Urquhart. He went to Charlotte in June of last year, and the manner in which he handed in the business as city salesman made him the logical candidate for the managership of that office, when Mr. Keplinger, the former Remington manager there, was promoted to the Birmingham, Ala., branch.

Chicago, Ill.

A. C. Barlow, the former Pittsburgh manager for the Remington Typewriter Company, who has recently taken charge of their office in this city, is hard at work piling up a new record for himself. Mr. Barlow made good first at Kansas City, then at Pittsburgh and now is in a fair way to add to his laurels in a larger field.

* * *

The third floor of the Consumers' building, at State and Quincy streets, has been leased for ten years by The Remington Typewriter Company.

* * *

Owing to a reorganization in the Chicago agency of the Standard Typewriter Company, the sole selling rights of the Corona typewriter will hereafter be vested in the Corona Typewriter Sales Company, 651 Peoples Gas building. Owners of either Corona or Standard Folding typewriters are cordially invited to send their machines to the above mentioned company for inspection.

Columbus, Ohio.

The trade will be interested to know that E. L. Wright has been transferred from Detroit to the managership of the Oliver typewriter agency at 42 West Broad street, Columbus, Ohio.

Denver, Colo.

There is a new Remington typewriter manager at Denver, in the person of G. E. Hancock. Mr. Hancock is not new to Denver, having served there some years ago as manager for the Smith Premier. While there he distinguished himself by winning the International Selling Contest held by the Smith Premier Typewriter Company. In that year Mr. Hancock more than doubled the business of his office. He comes to Denver this time from the Salt Lake office of the Remington, where he has made an enviable reputation.

Des Moines, Iowa.

H. F. Moulton is the new manager of the Remington Typewriter Company's branch office in Des Moines. Mr. Moulton is a typewriter man of wide experience, and goes to Des Moines direct from a city territory in Chicago, where his work was of the high quality necessary to win for him promotion to the managerial ranks. It was in 1893 that Mr. Moulton first made the acquaintance of the Remington, when he entered the

We want important firms in all countries to handle our

ONION SKIN CARBON PAPER — Write for Prices

EAGLE BRAND RIBBONS — References Exchanged

AMERICAN RIBBON AND CARBON CO., Rochester, N. Y., U. S. A.

THE YOUNG TYPEWRITER COMPANY
EXTENDS BEST GREETINGS FOR A

MERRY CHRISTMAS
AND A
HAPPY NEW YEAR

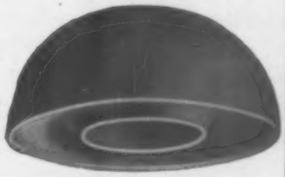
TO ITS HOST OF FRIENDS IN THE
GREAT TYPEWRITER FRATERNITY.

YOUNG TYPEWRITER CO., 62 WEST MADISON ST. CHICAGO

NEW PRICE LIST IN EFFECT JANUARY 5th

ACTUAL SIZE

AZORA Air Cushions


VACUUM CAVITIES

For Typewriter Feet

Stop the racket. Save the machine. Reduce repair bills.
High grade live rubber. Big proposition for agents.

Buy at Factory Prices Direct from Manufacturer

AZORA RUBBER CO. 171 N. Green Street, CHICAGO

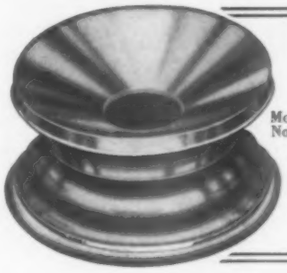
The "Modern" Duplicator

Contains no GLUE OR GELATINE
It is unaffected by heat or cold.

You can make FIFTY DUPLICATE COPIES from every letter you write with pen and ink, pencil or typewriter. Or copies of Music, Maps, Drawings, etc.

Duplicators complete $3.00 to $7.00 according to size. Exclusive Agencies Wanted Everywhere. Some good Foreign Countries still open. Liberal commissions. Write us.

O. P. DURKIN, REEVES & CO.
339 Fifth Avenue, Manufacturers Pittsburgh, Pa.


Model No. 6

Medium size.
Heavy spun brass—hand buffed.
Open bottom.
Removable porcelain bowl.

Built for business and to meet the demand for a first-class Cuspidor at a moderate price. One of our best sellers.

CUSPIDOR MFG. CO., Inc., NEWARK, N. J.

THE "SATELLITE" TYPEWRITER STAND

DEALERS

There Are Big Profits in This Business for You

As an illustration, The Larkin Company, of Buffalo, placed their initial order for only two "Satellite" stands. A few months later they placed orders for nine. In another month or two they ordered 100. They are now using 340 "Satellite" stands.

THE REASON

The "SATELLITE" Adjustable Stand increases the efficiency of typewriter and operator 100 per cent.

A typewriter on a "Satellite" stand can be placed in position best suited to the operator. The stands can be easily moved at will to get the best results from lighting and other conditions. When the machine is not in use it can be pushed aside, thus allowing use of all parts of the desk for other purposes.

The "Satellite" Adjustable Stands are made of metal and are practically indestructible.

We make strong claims for the "Satellite," but we can prove them. We know what it will do. The stands have been demonstrated in thousands of offices and have made good every claim. Many of the largest concerns in the country have placed trial orders for "Satellite" stands and followed them with repeat orders for larger quantities, just as the Larkin Company did.

Any dealer who will take hold of this line and push it intelligently and vigorously will find this one of the best sellers and profit makers he has ever handled.

WRITE FOR OUR PROPOSITION

Adjustable Table Co.
Mt. Vernon Ave. & G.R. & I.R.R.
Grand Rapids, Mich., U.S.A.

A long-felt want for silencing the sharp nerve-wrecking click of the type as it strikes the platen, has been found in the

Dowd Typewriter Silencer

Silences the noise in any typewriter more than seventy-five per cent.

What little noise remains is made more endurable, especially where there is more than one typewriter in the room.

You will be more than pleased to have a machine so quiet that you can dictate to the operator and have your ordinary voice heard.

What little sound that will come from the typewriter cannot interrupt your thoughts while dictating, nor cause the operator to be on a nervous strain to catch every word you may wish recorded.

The Dowd Typewriter Silencer is a scientific and mechanically constructed device and is surely worth your investigation.

DOWD TYPEWRITER SILENCER CO.

705 Schofield Building **Cleveland, O.**

We wish Distributors for every City and State in the United States

Roll Top Desks **Flat Top Desks**

No. 42

Typewriter Desks **Standing Desks**

Catalog on Request.

Bentley & Gerwig Furniture Co. **Parkersburg, W. Va.**

selling ranks as a supply salesman in Chicago, under Silas W. Crandall. Since that time Mr. Moulton has acted as salesman for various typewriters, but went back to his first love a year ago. There is every reason for believing that Mr. Moulton will make good in his new position.

Harrisburg, Pa.

The friends of G. A. W. Bell, who manages the Remington typewriter office in Harrisburg, have noticed that he recently has turned into a "clock watcher." On every conceivable pretext he is pulling away at his fob and watching the seconds stretch out into minutes and hours. And no wonder, either, for the beautiful gold watch recently presented to him by the home office of the Remington as an appreciation for the splendid work he is doing on the adding and subtracting Remington, is enough to turn any man into an admirer of Father Time.

Los Angeles, Cal.

If reports are to be credited, they have lots of good things to eat down in Los Angeles, and perhaps that is the reason the Remington Typewriter Company gave Mr. Pease, their manager there, a fine set of dinner china in appreciation of his business with the adding and substracting Remington. Mr. Pease will find it hard to forget the Wahl, with those dishes on his table.

Lynchburg, Va.

J. B. Ogden, the Victor typewriter dealer in Lynchburg, has just moved into elaborate and commodious quarters in the new Bank building on Eighth street, and is splendidly equipped to handle his growing business.

Mitchell, S. D.

The Mitchell Publishing Company, who have recently taken the dealership for the Victor typewriter in South Dakota, are now splendidly located in their new building. W. R. Ronald, manager of this company, deserves great credit for the excellent judgment used in arranging the store and offices. This is one of the leading institutions in South Dakota. Their travelers cover the entire state and business is in a most healthy condition.

New York, N. Y.

C. E. Markland, the veteran salesman of the Victor Typewriter Company's New York force, is the charter "machine a day salesman" of that organization. Mr. Markland made this enviable record during October, and is receiving many congratulations from his friends and fellow salesmen. The other morning he showed up at the office wearing one of those "green Kellys." Mr. Markland not only feels prosperous, but looks it.

* * *

"Eddie" Gillice, a New York salesman of the Victor Typewriter Company, is back to his old love. After putting in a lot of hard work on the Bronx and Harlem territories, he cast longing eyes at the territory in the financial district, but "Eddie" couldn't stand "Bobbing up and down in the elevators," and was glad to get home again, and the rate at which the orders have been coming in since has more than upheld his judgment.

* * *

The New York office of the Victor Typewriter Company is to be congratulated upon securing the services of Harold Graham, who is one of the best typewriter salesmen in New York City. "Hal," as his friends call him, not only knows a lot about typewriters, but knows a little something about everything. He has been nicknamed "Encyclopedia Graham."

* * *

"Billy" Miller, the dean of Remington typewriter salesmen—and of all salesmen of the writing machine—received a letter the other day asking him to call on a firm to whom he sold a typewriter thirty-seven years ago, so that he might receive another order, replacing the first machine.

* * *

Harold Sykes and A. C. Macoduck, junior salesman in the New York office of the Victor Typewriter Company, have been promoted to salesmen in charge of territories. Great things are expected of each.

* * *

C. C. Fitch, until recently manager of the Remington typewriter office in New Haven, is the latest among the prominent members of the Remington organization to enter the field of the Wahl specialties. Mr. Fitch has been assigned a very important work in this field, covering the four branch offices of New Haven, Hartford, Springfield and Worcester. His previous success in selling Wahls in the New Haven territory is assurance that he will make good.

Norfolk, Va.

G. A. Carnegie, proprietor of the Norfolk Typewriter Exchange & Supply Co., is one of the oldest and most active dealers for the Victor Typewriter Company. Mr. Carnegie has in the Victor a faith which he says is stronger than ever as he enters the fifth year of his representation in eastern Virginia.

Your Customers

need clear cut correspondence.

The ribbon that gives clean, clear cut impressions adds strength to the correspondence and has a direct bearing on the reputation of the user.

A good grade of carbon paper is necessary for permanent records. Carbon copies that easily blur and will not stand the test of time give the user very little satisfaction.

DU-RA-BUL TRADE MARK

Ribbons and Carbon Papers

are made for those people who are particular about the appearance of their correspondence. We specialize on the use of excellent materials and our colors are clear and permanent.

DEALERS AND AGENTS are making substantial returns on our line of supplies. The reason is that our first object is to produce an article that will give real service. We do not sacrifice quality or workmanship for price.

Write for proposition today. We can show you a special offer which will enable you to make substantial profits in the ribbon and carbon business.

Republic-Dodge Mfg. Co.
Pearl and Prospect Streets
BROOKLYN, N. Y.

Stock Certificates and Bond Forms

S. & B. lines are original and embrace a large variety of forms and sizes. Lithographed on extra quality bond paper.

Every commercial stationer and printer should have our complete line of samples on hand. Sent free upon request.

The Largest and Most Complete Lines Made of New Forms

Black Lithographic Company

Walter H. Furlong, Gen'l. Manager

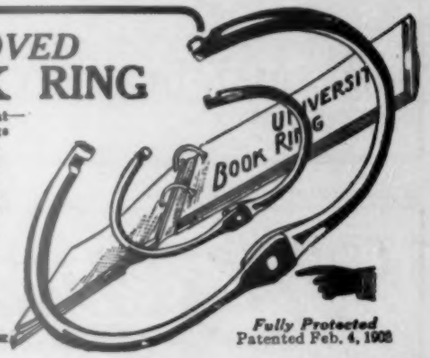
200 William St., NEW YORK **209 S. State St., CHICAGO**

THE NEW IMPROVED
UNIVERSITY BOOK RING

The Ring with the Deep Locking Joint—A Feature Unknown to Other Rings

It meets every requirement for the temporary binding of student's and stenographer's note books, and various loose leaves. Simple, strong, and neat. Made in four sizes. No. 1, 1¼ inches diameter, light weight; No. 1, heavy weight, 1¼ inches; No. 2, 1½ inches diameter, light weight; No. 2, 1½ inches diameter, heavy weight. Unjointed ring, 1½ inches diameter. *Write for particulars.*

Otto Kellner, Jr., 4028 State St., Chicago



Fully Protected
Patented Feb. 4, 1908

METAL TRANSFER FILING CASE

(A simple, inexpensive device.)

By means of a vertical slot partition arrangement, all correspondence is kept standing upright—easy to get at.

Saves Time of Filing Clerk

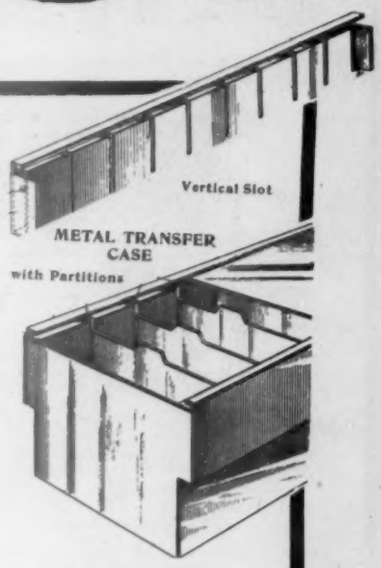
No Torn Letters **Correspondence Found Instantly**

Put in drawer when you start filing and remove when full, thus saving transfer of papers.

PRICE, $20.00 A DOZEN

Used and endorsed by city of Philadelphia. Write for full particulars of this new invention.

Send for Sample, $2.25. Size 10"x12"x24"



TROUT STANDARD FILING SYSTEM

903 Bailey Building :: :: Philadelphia, Pa.

DESKS

"Made to fit the name"

"A guarantee of increased sales and larger profits."

No. 460
Bankers' Low Roll

Remember!

Prompt shipments for the holiday season are essential. We carry a large stock, insuring immediate delivery, and our line embodies a complete assortment of Roll and Flat Top, standing and typewriter desks.

A line of superior quality in select plain oak.

A postal will bring our new folder of Holiday Specials

IMPERIAL DESK CO., Evansville, Indiana

EXPORT OFFICE — 25 Whitehall St. — NEW YORK, N. Y.

Wagemaker

"Stands for Quality"

OUR line has a large assortment of the Upright Style of Filing Cabinets.

You can buy our Upright Cabinets no matter what Horizontal Sections you have. We want to get started with you. Try them.

The Cabinets may have different combinations of drawers such as Card Index, Document Files, Legal Blanks, Storage, Cupboards and the Vertical Files.

THE MOST PERFECTLY CON-STRUCTED FILE ON THE MARKET

Six Cabinets and Six Sanitary Bases

An **all** quarter-sawed oak Cabinet with Sanitary Base and semi-roller bearing side extension slides at a remarkably low price.

Order a sample. They sell themselves.

There are **no** detachable ends in **our** Cabinets to bother with.

We make three lines of Horizontal Sections and also manufacture Record Cards, Index Guides and Folders. Send for our complete catalog.

Manufactured by

WAGEMAKER COMPANY, Grand Rapids, Mich., U. S. A.

Pittsburgh, Pa.

R. P. MacIntire has recently become associated with the Philadelphia Typewriter & Supply Co., as manager. This company are the active dealers representing the Victor typewriter in Pittsburgh and vicinity. During the absence in Florida of F. C. Rifenburg, proprietor of this concern, Mr. MacIntire is in full charge and his activities have been very gratifying.

* * *

J. R. Shepard, the recently appointed manager of the Remington typewriter office here, is going at things hard, and has the whole local Remington force with him. Mr. Shepard made an enviable record for himself in his former field, Springfield, Mass., and is anxious to keep up the good work in a larger way in Pittsburgh.

Quebec, Canada.

Mr. Tarshis, the local Remington Typewriter man, is back from a trip which included New York and the Remington home office. Mr. Tarshis is "making a noise" like a winner in the "city of the rock."

Roanoke, Va.

R. M. Gano recently spent several days in Roanoke in a visit to the Victor agency, of which F. H. Tuxbury has been the principal for several years. Mr. Tuxbury reports a strong Victor following in Roanoke and the surrounding country which is evidenced by the rapidly increasing demand he has been called upon to supply.

Salt Lake City, Utah.

G. E. Hancock's successor as manager of the Remington Typewriter office in Salt Lake is another Remingtonian "born to the purple." A. L. Bennett has been a star salesman for the Remington in Salt Lake for two years past, and during this period has shown his quality. His previous record as a salesman is an earnest of his success in a managerial capacity.

San Francisco, Cal.

E. M. Leadley, formerly with another prominent typewriter company, is now traveling the north coast for the Royal Typewriter Company.

* * *

The local force of the Royal Typewriter Company has been strengthened by the acquisition of C. B. Cole, a Royal Machine-a-Day man from the Minneapolis office, and Jas. B. Cole, a well known Coast traveler. They are both working the city.

* * *

The Hammond Typewriter Company has arranged for an active invasion of the Coast territory. H. Lyon White, who has been manager of the Kansas City branch for several years, and has been with the company for eighteen years all told, has been transferred to this field. His headquarters are with the Pacific Typewriter Company, 522 Market street. He is well pleased with the progress made in the short time he has been here and already reports arrangements for very satisfactory dealerships both in Seattle, Wash., and Los Angeles, Cal.

* * *

L. & M. Alexander & Co., San Francisco L. C. Smith representatives, report having engaged C. L. Brazelle, formerly with the Underwood. The Alexanders have also engaged C. J. Ellegood and P. J. Williams to operate in Oakland "just across the Bay." This firm further advises they are obtaining orders from the largest concerns.

Seattle, Wash.

The Remington Typewriter Company recently presented E. C. Niles, their manager in this city, with a gold watch as a token of their appreciation of his fine Wahl adding machine business. Mr. Niles never has been a clock watcher, but just now the temptation surely is keen.

Syracuse, N. Y.

At a recent banquet of the Syracuse Remington Foremen's Club, over ninety members turned out to enjoy the evening. The out of town guests were Messrs. Miller, Barr and Gant from the executive office, and Messrs. Barney and Montgomery from Ilion. Fred J. Miller, factory manager for the Remington Typewriter Company, gave the principal address. E. E. Barney, manager of the Ilion works, and former superintendent of both the Monarch and Smith Premier works, needed no introduction, and also addressed the boys. Geo. G. Brand, superintendent of Monarch works, was toastmaster.

* * *

That the Smith Premier Model No. 10 typewriter, owned by George H. McGuire of Syracuse, is playing an important part in the "contract graft" investigation of the famous "M" telegram now going on in New York can not be denied. Mr. McGuire at first denied sending the telegram. At a later date on the stand, after J. Frank Allard, a typewriter expert, had given his testimony and seeing his own typewriter in front of him, he collapsed and admitted he had sent it. Once more the key to solution of tracing typewriter manuscripts are placed at the door of a typewriter "Made in Syracuse."

When selecting a staple article which you intend to handle extreme care must be exercised to secure goods that will satisfy your customers. The article should be subjected to inspection and criticism as strict as you would use in buying a house.

INDELIBA RIBBONS and CARBONS

are made to stand such tests. We welcome opportunities to demonstrate the merits of Indeliba quality.

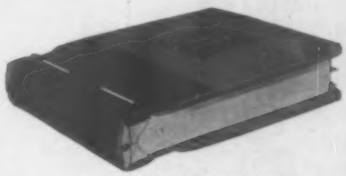
Indeliba Hard Finish Carbon Paper is made for particular trade. It is a favorite with progressive business men.

Indeliba Bichrome and Trichrome Ribbons are made in all standard colors, and for every make of machine.

Indeliba goods run true to their respective grade. The colors are clear. All materials used measure up to a standard above the ordinary.

Write us for samples and prices. Put our goods to the test.

Indeliba Mfg. Co.
Rochester, N. Y.



Russia and Corduroy Outfit—**$7.50**

Investigate These New Low-Priced Outfits

Never before have such high grade outfits been offered at a medium price. Built similar to our famous STEEL LEDGER—with metal hinges—screw mechanism—and flat opening. Just the thing to stimulate your sales. Outfits range in price from $5.00 to $9.50. Send for complete circular.

Have You the New Cesco Catalog?

Imitation Leather Outfit—**$6.50**

It is without question the most valuable reference book on Loose Leaf that has ever been issued. Its eighty pages are just filled with useful information—new suggestions—new devices and new accounting forms. Ask for the catalog and our **dealer's proposition.**

Duck and Corners Outfit—**$5.00**

THE C. E. SHEPPARD CO.
Loose Leaf Binders and Supplies
303-311 Hudson Street, - - NEW YORK

We want you to send for free sample of the perfect carbon copy sheet—JAPAN MANIFOLD

It is strictly pure Mitschfibre, a cellulose fibre produced by our special chemical formula which invests it with the greatest strength-producing and back-bone giving qualities known in the paper world.

JAPAN MANIFOLD

The Perfect Manifold Copy Paper

Made from Pure Mitschfibre Superfine

Exceptionally light weight, but stiff enough to support itself upright in a vertical file. Takes the carbon perfectly—no blur—no smut—no rub off. Made in Canary, Gold, Blue, Pink and White.

We want to prove to you that JAPAN MANIFOLD is the best carbon copy sheet in the world. Write us now, today.

DETROIT SULPHITE PULP & PAPER COMPANY
Makers of Papers of Strength
DETROIT, MICH.

MOON—The name of the most up-to-date Office Desk Line on the market.

Made in Genuine Mahogany Quartered White Oak and Plain Oak.

Moon Desks had their first beginning in popular favor when the Moon automatic side pedestal typewriter desk was placed on the market. They are now used almost exclusively by the government. Sold by all first class dealer.

Catalog mailed on request

MOON DESK COMPANY

MUSKEGON, MICHIGAN

The demand for the

CELINA TYPEWRITER CABINET

40A Open

is growing rapidly. Shrewd customers quickly appreciate the advantages of a Cabinet, that combines practical construction, with elegant appearance. There are many things that recommend the Cabinet—shown here—beyond all others.

A few facts only can be mentioned, namely: Base is made of ¾" steel tubing highly finished and oxidized. There is no opening for dust and dirt.

Cabinet is made of solid Quartered Oak, or Birch Mahogany, it can be furnished in any finish desired to harmonize with other office furniture.

The moving device is put on the most convenient place, you need not stoop down to reach it.

If you want to know more about Cabinet, write at once for our proposition. It will mean a bigger business for you.

The Celina Specialty Co., Celina, Ohio

40A Closed

A Word with the House Organ

Since the Royal Typewriter Company has adopted the policy of issuing The Royal Standard with a new pictorial cover each month, its house organ has appeared in some decidedly effective garbs. The November cover shows a night scene in a busy railroad yard. By an interesting psychological operation we first take in that part of the scene which involves the outdoors and action. A brilliantly lighted passenger train has just whizzed by and left behind it on another track a freight train. Here in the foreground is a locomotive eager to start, its fires going full blast while its boilers are being filled from the watering tank and the crew with lighted lanterns are inspecting the train. And 'way off down the yard are the block signals and flashing lights which act as the valves which control the streams of traffic flowing from the heart of a railroad system over arteries of shining steel. But it is the brain behind this immense system which does the real work, and we look into the window of the operator's tower to see there the Royal playing its part in writing the documents upon which the successful operation of the road depends.

Beneath this most effective cover one feels on all the pages of the Royal messenger the human touch. Contented workers and those who direct their efforts, we are reminded, put into the machines more than mere material and conscientious salesmen distribute them. So that the Royal represents not only a machine but an idea—the spirit of service.

* * *

"The Proudfit, published spasmodically by The Proudfit Loose Leaf Co., Grand Rapids, Mich., U. S. A., and supposed to contain interesting information for branch managers, agents, salesmen, and sales superintendents," is again here to cheer things with its friendly, familiar tone. In fact we cannot think of any house organ which comes nearer than this to making the reader feel that he is talking with the editor and his staff. The natural style of wording and the little personal and general incidents related all go to make The Proudfit a real force.

* * *

The October-November issue of Globe-Wernicke Doings is, no doubt, a powerful adjunct to the company's advertising campaign. The entire atmosphere of the magazine—for it is veritably that in volume and quality of material—is to make the dealer feel that he is part of the Globe-Wernicke organization, that his interests are the company's. Particularly valuable are the articles on getting business and it would have to be a perfect man who could not get a number of hints from these articles. Then there is the service supplement which tells how The Globe-Wernicke Co. is cooperating directly with its dealers in making advertising effective. "Doings" does credit to those who get it up.

* * *

The October number of The Underwood News is the "Special International Typewriter Contest Number." As its sub-title implies, this issue deals particularly with the results of the various typewriting contests at the seventeenth annual business show in New York. The stories and statistics are accompanied by good illustrations showing the successful contestants. There are also reproduced some of the prize-winning post-card essays on "Typewriter Speed and Accuracy." The awards were made by the Annual Business Show Company, the promoters of the essay-writing competition.

The Underwood house organ is an illustration of how good, live news may be used to spur on the sales force and a company's other employes.

* * *

An impressive cover indeed is that on the November number of Ammunition, published by The Safe-Cabinet Company, Marietta, Ohio. In a simple, yet artistic, manner the cover shows, enclosed in a diamond, a halftone of a modern dreadnaught firing a broadside. The brown back-ground is relieved by the title in white, etched with black, and, below the picture, the month of the issue is printed in black.

And we take the time to describe in this column the cover of Ammunition and other house organs because we wish to call attention to their psychological effect on those whom the manufacturer is trying to interest. Theoretically, the house force, the sales department, agents and dealers should be vitally interested in the manufacturer's efforts in their behalf and his own. But they are not always, and so when we can compel attention with a cover like these which we have mentioned, when we can suggest in the design of a house organ cover power, force, accomplishment, we have half realized our object of making this form of publicity productive of results in the way of added interest in our product and greater sales. And, incidentally, the November number of Ammunition furnishes ample ammunition for making sales of Safe-Cabinets. We congratulate the publishers.

YOU WILL KNOW

Absolute Chair Satisfaction When You Know Our Line.

We manufacture a complete line of office chairs backed by over half a century of practical, experience and give the utmost in both quality and style.

All That You Can Ask of a Chair.

The cut shows one of our ideal office chairs made of highest grade selected quartered oak and finished either Golden Oak, Office Oak, Weathered Oak or Early English. Seats put together with Lindermann's wedged, dovetailed joint, insuring durability, and equipped with Gilson Mfg. Co.'s chair irons. Standing arm chair to match.

Get our catalogue and price list.

NICHOLS & STONE CO.
Established 1857.
Gardner, Mass.

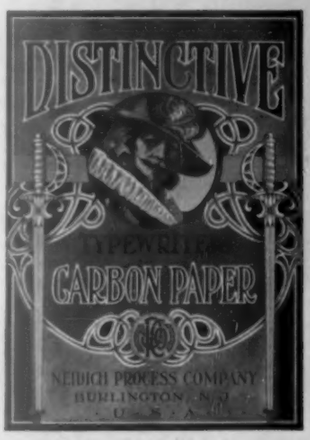
The "Irreducible Minimum" in Production Cost is the big factor placed to your advantage in—

NEIDICH PROCESS CARBONS and RIBBONS

Unique methods produce superior cleanliness, durability, depth of color, and "Absolute Permanency"—i. e., the finest qualities at the lowest prices.

Another factor:

Promptness!



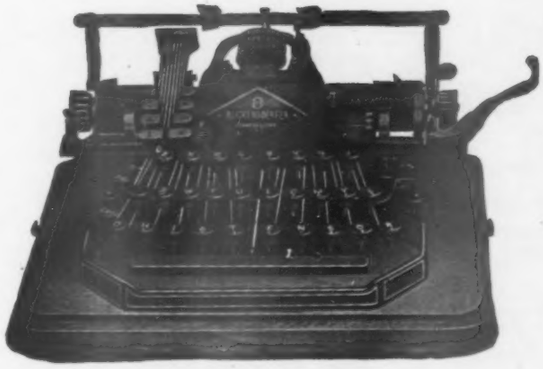
Every *single ribbon* and *sheet of carbon* is backed by our Unreserved *Guarantee*.

You have nothing to lose!

Write us TODAY. We pledge you the attention YOUR CONFIDENCE commands.

Neidich Process Co.
Burlington, New Jersey

BLICKENSDERFER Typewriters



Visible Writing

Light Action

Interchangeable Type

Back-Spacer

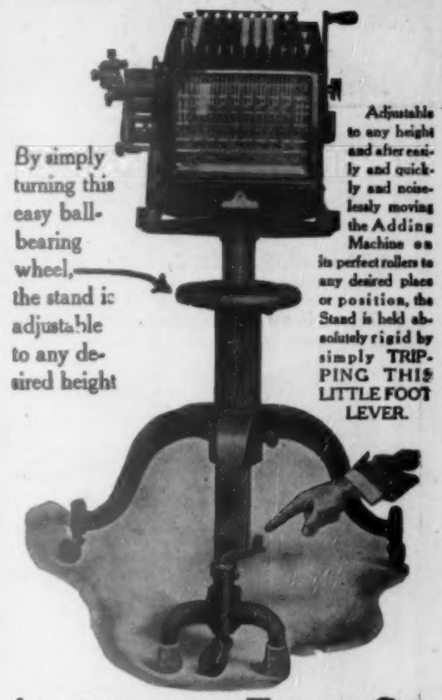
NEW No. 8 MODEL

Equipped with DECIMAL TABULATOR for which no charge is made

SEND FOR CATALOG THIRTY-TWO

The Blickensderfer Mfg. Co.
STAMFORD, CONN.

Makes Your Work Easier



By simply turning this easy ball-bearing wheel, the stand is adjustable to any desired height

Adjustable to any height and after easily and quickly and noiselessly moving the Adding Machine on its perfect rollers to any desired place or position, the Stand is held absolutely rigid by simply TRIPPING THIS LITTLE FOOT LEVER.

ADJUSTABLE TABLE CO.
GRAND RAPIDS, MICH.
Also from Adding Machine Agents & Salesmen

Visible Filing

You wouldn't buy an old style typewriter and pay as much or more for it than a visible one would cost you—no. Neither would your customer; then why not show up the visible and automatic expanding feature of

AUTOMATIC FILES

on your sample floor and get in line for the file business that ought to be yours. To show them is to sell them.

We Make All Kinds of Cabinets

UPRIGHT CABINETS
n three to eight drawer sizes with and without detachable end panels.

FLAT TOP FILING DESKS
The pride of the office wherever they are used.

THE AUTO-DESK COMPANION
Our latest creation and a big success. Just what every office man is looking for to enable him to do up his work in less time, pleasantly and satisfactorily.

It is one of the things in which the AUTOMATIC EXPANDING feature is fully brought out.

An Automatic File Ought to be Visible in Every Office.

SECTIONAL CABINETS
Five distinct lines in one, two, and three drawers sections, all beautifully done in Quartered Oak and Mahogany.

Afico Cabinets, Desks and Transfer Cases have no equal at the prices we ask.

FILING AND CARD SUPPLIES
The best at lowest prices.

OUR No. 16 CATALOG
tells the complete story and is yours for the asking.

We desire good competent representation. Write us today.

The AUTOMATIC FILE & INDEX CO.

Factory and Home Office:
143-153 Pearl Street, Green Bay, Wisconsin
New York Salesroom, 372 Broadway

The Chicago Glass Desk Pad

FOR THOSE WHO DEMAND THE BEST

Absolutely Dust Proof

Consists of plain or beveled glass on leatherette pad. Glass easily raised to insert memoranda without sliding on desk. Provides smooth, hard sanitary writing surface, protects the desk, and improves appearance of the office.

Prices $3.00 to $7.00

Attractive terms to dealers

Chicago Mirror & Art Glass Co.
(Established 1890)
216-220 N. Clinton St., Chicago

COOKE'S PATENT TIME STAMP

No. O, PRICE $2.50

For Timing Letters, Telegrams, Orders, Etc.-Eliminates all Questions

This Stamp can be used for FIVE Different Purposes.

There is an opening below the arrow, so that the names can be interchanged, making the one stamp answer for five, such as REC'D ANS'D FILED ENT'D DEL'D

STATIONERS SPECIAL

Placed in a Counter Easel, Packed in Cartons containing Six Stamps each with dates.

Sold by HENRY BAINBRIDGE & CO., 99 William St., NEW YORK
KIMPTON & HAUPT, 130 William St., NEW YORK
FRANK A. WEEKS MFG. CO., 93 John St. NEW YORK

Digest of Foreign Press

FRANCE.

La Revue Dactylographique et Mecanique (Paris), October, 1913.—Loose leaf ledgers and other loose leaf books have become so well established here that we almost forget some of the objections which were advanced in the earlier days of loose leaf development in America. The October number of La Revue, under the title "The Use of Loose Leaves" answers for French opponents of loose leaf systems some of the objections which manufacturers encountered here. And strangely enough many of the arguments which have been advanced have proved recommendations rather than objections.

Europe is watching with great interest the results which our new tariff schedules will have on American importations and this issue touches on how France will be affected.

The number contains an unusually large number of articles on established and new office devices.

GERMANY.

Schreibmaschinen Zeitung (Hamburg), October 15, deserves special mention, in the first place, for its editorial on "Prejudices." In all countries there is a constant growth of conviction that commercially as well as in other ways we serve ourselves best by serving others to the best of our ability and that it is possible for men who are engaged in the same line of industrial pursuits to co-operate and exchange ideas. Trades associations are demonstrating this in Germany as well as in the United States and other countries and the editorial which we have mentioned shows that the very life of a nation depends on its tradespeople and how they conduct themselves.

The other contribution which deserves particular commendation is the lead article entitled "Hints on Increasing the Sale of Used Typewriters." The typewriter market in Germany cannot be treated as a parallel to the situation in America, so that some of the criticisms made in this article would not apply here while others would. Yet, speaking from the constructive standpoint, we, too, have not yet fully realized the value of intelligent advertising and a minute study of the conditions which influence our market.

* * *

Schreibmaschinen-Revue (Berlin), November 5.—One of the two features of this number which are probably of greatest general interest is the table of exports and imports compiled as far as September, 1913. The statistics for the first nine months of the year show that the number of computing machines imported into Germany from the United States is greater than the number imported during the corresponding period of last year. In the number of typewriters imported this is not the case. The other contribution is an illustrated account of a unique typewriting contest in which the participants wrote while being carried in automobiles through the streets of Paris. Portable typewriters were used.

* * *

Buero-Bedarf Rundschau (Berlin), November 1.—From the German trades papers one would very readily conclude that the desire for commercial supremacy is strong in the Fatherland and that concerted efforts are being made with that object in view. German industrialists, themselves confident, encourage each other to study and solve the problems which confront the exporter. This is the spirit exemplified in an article "Concerning the Overseas Trade in Office Equipment." Of great interest to Office Appliances is a full page biographical sketch and picture of Max Klaczko, one of our friends on the other side. Mr. Klaczko has just celebrated the close of his fifteenth year of service as inventor in the field of office appliances. We take this opportunity to congratulate him.

ITALY.

L'Impresa Moderna (Milan), October.—This magazine is running a series of excellent articles on advertising. Each month there are reproduced a generous number of prominent advertisements in the various European languages. These are commented upon in detail so that the reader may adapt the ideas to his own advertising and may know by inference what to avoid.

In a six-page article called "When Things Go Wrong," the reader is given an analysis of the common sources of trouble in a commercial enterprise: Labor, accounting, cost and selling prices, etc.

JAPAN.

Bungukai (Tokio), a copy of which we have recently received, is an organ of the Japanese stationery trades. Its pages are about the dimensions of those in Office Appliances. The covers are printed in several colors and some of the advertisements in red and black. Along with the reading matter are printed a goodly proportion of advertisements describing mostly goods of Japanese make. These include pencils, fountain pens, inks, drawing instruments, abacuses, carbon paper, etc.

The Article Most in Demand
is a
PARCEL POST SCALE
with a computing dial that shows everything at a glance
TRINER "DISPATCH"

Capacity
12 lbs. by ozs.
Price
$3.25

Most practical and up-to-date scale for weighing packages for Parcel Post. U. S. Government got 20,000 of our **Parcel Post Scales** in Dec. Large profits and satisfied customers by selling our scales.

Order through your Jobber

TRINER SCALE & MFG. CO.
2716 W. 21st Street - - Chicago, Ill.

ADDING MACHINE ROLLS

FOR ALL MAKES OF MACHINES
GOOD QUALITY WRITING STOCK
Free from LINT and BREAKS

We wind our own papers which enables us to quote lowest possible prices consistent with ROLLS of No. 1 quality.

SAMPLE ROLL SENT UPON APPLICATION

EXCEEDINGLY LOW PRICES TO THE TRADE

In addition to furnishing rolls for Standard Adding Machines we have facilities for supplying special rolls of all descriptions.

Write for Catalogs on
Typewriter Papers — Letter Copying Books—Shorthand Note Books
Paper Fasteners

Rockwell-Barnes Company
800 Munn Building, Chicago, Illinois

A Copying Pencil With a lead toughened to give the maximum of service and with the essential quality of smoothness so emphasized that every pencil provides a perfect writing instrument—that is the
EBERHARD FABER No. 750 TRANSFER

Round shape, purple polish with long, bright gilt metal cap with two black enameled bands. Purple copying lead in medium and hard grades

No. 751 is the same as No. 750 but with the addition of a gilt point protector.

Eberhard Faber, New York

Bucki

SUPREME RIBBONS
and
CARBON PAPERS

The development and installation of the newest machinery for the making of ribbons and carbons has found expression in the superior quality of our product.

We uphold our end by putting out goods which will thoroughly satisfy your customers.

Are you interested in obtaining agency for a complete line of high-grade ribbons and carbons? Then, frankly, we think you will miss much if you fail to write us for samples and prices. Let us hear from you.

The Buckeye Ribbon & Carbon Co.
311 St. Clair Ave. N. W. Manufacturers Cleveland, O., U. S. A.

OUR SIDE is interesting thousands of Ink Users and Dealers. WHY NOT YOU?

"SIMPLEX"
INK TABLETS
Please Particular People

THE REASON WHY will be plain when you try them.

Clean, Compact, Convenient, Reliable, Economical.

THE ONLY SUCCESSFUL TABLET INK

Better Prices to Consumers.
Better Profits to Dealers.

Colors—Blue-black, Red, Green, Blue, Violet, Black.
Packed in Gallons, Quarts, Pints and Half-Pints.

Write for Samples, Literature and Prices

THE "SIMPLEX" INK CO.
2178 E. 76th St., CLEVELAND, O., U. S. A.

THE MARK OF QUALITY HB

THE COMPLETE LINE

If you are in the market for ribbons and carbons, send us your order. We make everything known in these goods including **carbon papers, stamp ribbons, typewriter ribbons, carbon rolls, also transfer papers, typewriter oil and numbering machine ink.**

Get acquainted with us. You will find the goods and prices right.

J. A. HEALE & CO.
MANUFACTURERS
94 JOHN ST., NEW YORK

THE MARK OF QUALITY HB

Look at this Picture---
Read this Letter

Then You will Understand Why the Representative Dealers Prefer to Handle

Kansas City, Mo., July 1, '13

Robt. Keith Furniture Co.,
11th and Grand

Gentlemen:—We were very agreeably surprised to find upon opening THE SAFE-CABINET which we purchased from you about April 23rd, and which went through our fire of June 21st, that the contents were practically intact.

This cabinet contained a very large quantity of our most valuable current records and was sitting in our office on the second floor. The fire burned the floor out from underneath it and let it fall into the hottest part of the building which was destroyed. The fact that we have given you an order for another cabinet of the 1913 Model is sufficient evidence that we believe THE SAFE-CABINET is all that you claim for it.

Yours truly,
Western Cabinet & Fix. Mfg. Co.
Per Geo. H. Davis, Sec'y
CHD-MC

THE SAFE-CABINET

The many records of actual fire tests in which THE SAFE-CABINET has made good, the innumerable photographs that graphically show the fire-protecting value of THE SAFE-CABINET and the letters from satisfied SAFE-CABINET owners who have had experiences like that referred to above, give THE SAFE-CABINET Dealer a supply of selling argument that gets the cream of the business.

THE SAFE-CABINET COMPANY, Dept. A-2 Marietta, Ohio

BEEGEE THE PERFECT INK ERASER

Erases Ink As Easily As Rubber Erases Lead

Indorsed by U. S. Government

Used in State and City departments. Banks, etc., and in every civilized country of the globe.

No chemicals, always sharp and ready for use.

BEEGEE CO., 1133 Broadway, New York

Catalogues & Bulletins

Dealers will welcome from "the banks of the Wabash" the announcement that there is now being distributed by The Wabash Cabinet Co., Wabash, Ind., a wholesale net price list covering a stock of supplies. This list covers such items as cards, card guides, card alphabets, folders, and supplies for check files, document files, and commercial reports.

Each line is priced on a separate page and the information is in such form that one need not be familiar with catalogue numbers to locate readily the price of any article.

If you sell quality office supplies and do not have this net price list, a word to The Wabash Cabinet Co., Wabash, Ind., will have prompt attention.

* * *

We have received from the Cuspidor Manufacturing Company, Inc., Newark, N. J., a neat little catalogue entitled "Cuspidors." The cover bears a quotation from Forrest's report of his voyage to New Guinea in 1779. The reference reads: "Before each person was placed a large brass salver, a black earthen pot of water, and a brass cuspidor." It is, however, a far cry from the cuspidors of old to those illustrated, described and priced in this new catalogue of the Cuspidor Manufacturing Company, Inc. Even from the photographic half-tones and sectional views one gets very clearly the idea that so far as is possible the cuspidors illustrated combine artistic design, practicability, and sanitary construction.

* * *

The Globe-Wernicke Co., Cincinnati, Ohio, has issued a very well gotten up bulletin covering Globe cabinet safes. "Big Security for Little Money" is the title which appears on the cover. The cuts are reproduced in colors and the reading matter is printed on calendered paper. In this little booklet the company describes the advantages of the Globe steel cabinets for filing valuable papers. Dealers will be interested in this bulletin.

* * *

The new price list of "Loose Leaf Devices and Forms," which the Underwood Manufacturing Co., of Cincinnati, Ohio, has issued should prove a valuable addition to the files of any loose leaf dealer. The various devices are carefully classified, and the tables of numbers, dimensions, and prices under each style name are so arranged as to be immediately available. Each binder is given a separate page, and reference to the table of contents enables one to turn immediately to the proper page where all the necessary data have been arranged in the most convenient order. At the top of each page is given an illustration of the binder or device described and listed on that page.

* * *

We welcome to our files from the National Envelope Company, Inc., its catalogue number 2 A, "Envelopes of Quality." The booklet is printed by the company and in somewhat over thirty pages, illustrates and describes a line of wallet and document filing envelopes made of "FiberstoK, jute manila, sulphite, kraft, etc.

The catalogue itself argues very favorably for the company's other products, of which a wide line is listed. We are sure that dealers who sell or contemplate selling envelopes of this type will do well to write for this catalogue.

* * *

Catalogue No. 28, "Fulton Specialties," contains eighty pages of sample impressions showing the style of imprints made by various stamps manufactured by the Fulton Rubber Type Co., 128-142 Fulton street, Elizabeth, N. J. Space will not permit of our beginning to mention the numerous styles of stamp pads, holders, supplies, and fonts represented in this catalogue. Suffice it to say that the business man may find within the pages of this catalogue some style of type or stamp to suit his needs, however, varied they may be. The Fulton Rubber Type Co. will be pleased to respond to dealers' requests for copies of this catalogue.

* * *

A new sixty-four page catalogue has been issued by the Imperial Methods Co., 204-208 West Monroe street, Chicago, Ill. The book is well executed and contains cuts, descriptions, and prices of the company's line of filing cabinets and filing supplies. On page 48 of the catalogue is shown a half-tone of the Imperial Display Rack on the shelves of which are arranged some of the Imperial line of filing devices. The line is complete and the catalogue which deals with that line is of the kind which a dealer takes pleasure in keeping for reference.

* * *

In the year's review of new devices on another page of this issue we have referred to catalogue No. 34 of the Wilson-Jones Loose Leaf Co. This catalogue is a worthy product of the printer's art. The cover is of gray board printed in red, gold, dark gray, and black. There are 136 pages of reading matter and illustrations pertaining not only to the company's regular products, but also to the devices which have been brought out by it during the past year.

Cook's Chairs Mean Increased Profits on Every Line You Sell

A live line is like a live wire—it magnetizes all around it. And the house that sells a single Office Appliance line that really brings the trade 100% satisfaction soon finds that demand spreading throughout every article in its stock. That's our success secret for

COOK'S QUALITY LINE CHAIRS

Our specialties—SPRING BACK TYPEWRITER AND OFFICE CHAIRS—are designed for durability and comfort and meet the most exacting requirements of your customers.

A large stock of finished goods always on hand assures your order PROMPT DELIVERY.

C. A. COOK COMPANY

Manufacturers

16-28 OSBORN ST. CAMBRIDGE, MASS

COOK QUALITY
CAMBRIDGE, MASS.
COOK CO.

HIGGINS'

- Drawing Inks, Blacks and Colors
- Eternal Writing Ink
- Engrossing Ink
- Taurine Mucilage
- Photo Mounter Paste
- Drawing Board and Library Mucilage
- Office Paste
- Liquid Paste
- Vegetable Glue, etc., etc.

Strictly Original Goods of the Highest Grade Only.

Show Cards, Color Cards and Imprinted Matter Supplied to the Trade. Discounts and Trade Prices give good profits.

Consumers, emancipate yourselves from the use of corrosive and ill-smelling inks and adhesives and adopt the **Higgins' Inks and Adhesives.** They will be a revelation to you.

We protect the trade by referring all orders and inquiries thereto.

CHAS. M. HIGGINS & CO., Originators and Manufacturers Refined Inks and Adhesives

Main Office and Factory, Brooklyn, N. Y., U. S. A. New York—Chicago—London

PINS

ICH SOLL GRAEMELN

CRESCENT BRASS & PIN CO.

DETROIT, MICHIGAN, U. S. A.

This Trade Mark every box.

CRANE LADIES' STATIONERY

Sold by All Stationers and Booksellers

These goods are suited to the tastes of the most select trade. Their merits are known the world over, and they yield a profit to the dealer. Once tried, the purchaser becomes a regular customer.

Presented in the Following Styles and Qualities:

SUPERFINE QUALITY.
In light Blue Boxes, containing ½ ream of Note Paper each, and in separate Boxes ½ thousand Envelopes corresponding.

EXTRA SUPERFINE QUALITY
In Lavender Colored Boxes, containing ½ ream of Extra Fine Paper each; in like Boxes are Envelopes to match.

ALL THIS STATIONERY CAN BE RELIED ON AS REPRESENTED. MANUFACTURED BY

Our Papers are supplied in Bordered Goods and other specialties by EATON, CRANE & PIKE CO., Pittsfield, Mass., and 235 Fifth Ave., New York, whose boxes bear the word "CRANES" containing our goods.

Z. & W. M. CRANE, Dalton, Mass.

WHAT OFFICE APPLIANCES WILL DO FOR YOU

AS A SUBSCRIBER.

¶ It will keep you in touch with the conditions existing in your field—conditions which affect you either directly or indirectly.

¶ It will give you ideas that will help you make your business bigger and better.

¶ It will put you in the way of making more profits on your old lines and point out new "green pastures" for you.

¶ It will inform you, as no other paper does, of the new things that are about to come upon the market—things the business men around you—your customers—will want to know about.

¶ It will create added interest and enthusiasm in your selling organization and inspire you to greater efforts.

¶ It will keep you in close touch with the men and concerns who make the things you are looking for.

¶ It will enable you to find almost instantly any article you are looking for—if it is an office appliance.

¶ It will pay back its cost to you a score or more times every year if you are the right sort of a subscriber.

¶ It will show the relationship which various office devices bear to one another, and don't overlook this fact—they all dovetail.

AS AN ADVERTISER.

¶ It will put your proposition before more men who make their living buying and "reselling" office appliances than any other paper on earth.

¶ It will put that proposition before them through a medium in which they have confidence—for they pay us to get it.

¶ It will help not only to keep your name before this army of buyers, but to burn it into their minds.

¶ It will often in a single month bring enough business to pay your advertising expense in it for a whole year.

¶ It will present your proposition with a dignity and force which you can determine in advance.

¶ It will call on more prospective customers each month than you can reach for the same amount in any other way on earth.

¶ It will not run up large expense accounts of doubtful accuracy.

¶ It will live at least 30 days after reaching destination, and often 60, 90 or a year, which you can't say of circulars.

¶ It will cut out all waste for you, thus saving you the cost of paying for waste.

¶ It will create a wider and deeper interest in all office devices, because it creates discussion, and in this wider interest you are bound to share.

¶ It will sell goods for you at a lower cost than any other force I know of.

PATENTS

A Record of Recent Patents Granted to Inventors of Office Devices.

Copies of any one of these patents can be obtained by sending 15 cents in stamps to E. G. Siggers, patent lawyer, Suite No. 33, N. U. building, Washington, D. C., by mentioning Office Appliances.

1,077,201. Envelop-Moistening Device. Tomas Mocydlarz, Strathcoma, Alberta, Canada.

1,077,220. Calculating and Printing Machine. Harry R. Cowan, Chicago, Ill.

1,077,238. Type-Writing Machine Ribbon Feeding and Operating Mechanism. Jesse Alexander, New York, N. Y., assignor of one-half to Herbert W. Little, New York, N. Y.

1,077,274. Calculating Machine. Arthur Hantsch, Linden, N. J.

1,077,281. Typewriter. William J. Kauffman, Cleveland, Ohio.

1,077,334. Tab for Index Cards. James F. Dunleavy, Newton, Mass.

1,077,495. Typewriting Machine. Herbert H. Steele, Marcellus, N. Y., assignor to the Monarch Typewriter Company, Syracuse, N. Y., a corporation of New York.

1,077,515. Educational Device. Sam H. Fanning, Dallas, Texas, assignor of one-half to Homer Frady, Dallas, Texas.

1,077,537. Pad. Gavin Spiers MacMillan, New York, N. Y.

1,077,639. Loose Leaf Binder. William P. Pitt, Independence, Mo., assignor to Irving-Pitt Manufacturing Company, Kansas City, Mo., a corporation of Missouri.

1,077,675. Typewriter. Mansfield C. Crawley, San Francisco, Cal., assignor to Addograph Company, a corporation of California.

1,077,681. Loose Leaf Binder. James C. Dawson, Webster Groves, Mo., assignor to George D. Barnard & Co., St. Louis, Mo., a corporation of Illinois.

1,077,682. Loose Leaf Binder. James C. Dawson, Webster Groves, Mo.

1,077,684. Combined Typewriting and Computing Machine. Gustave O. Degener, New York, N. Y., and Henry Reschm, Bayonne, N. J., assignors to Underwood Computing Machine Company, New York, N. Y., a corporation of New York.

1,077,723. Pencil Sharpener. Gustav K. H. Klose, New York, N. Y., assignor to Eagle Pencil Company, New York, N. Y.

1,077,736. Time Calculator. Kenneth M. Morrison, Minneapolis, Minn.

1,077,752. Account Index. William Eli Roach, San Antonio, Texas.

1,077,755. Addressing Machine. Russell N. Rogers, Chicago, Ill., assignor by mesne assignments to John B. Hall and Joseph S. Duncan, Chicago, Ill.

1,077,773. Safety Envelope. Otto L. Weimar, Philadelphia, Pa.

1,077,778. Pencil Sharpener. John J. Wolf, San Antonio, Texas.

1,077,783. Stamp and Coin Envelope. Dennis C. Zivley, El Paso, Texas.

1,077,804. Typewriter. Francis Chadwick Clark, Kansas City, Kan.

1,077,824. Penholder. Maurice E. Farris, Shouns, Tenn.

1,077,853. Note Book and Manuscript Holder. Samuel C. Osborn, San Francisco, Cal.

1,077,896. Means for Fastening Books to Stands. William Templin, Glenellyn, Ill.

1,077,941. Typewriting Machine. Joseph Albert Ronchetti, Woonsocket, R. I., assignor by mesne assignments, to the Noiseless Typewriter Company, Middletown, Conn., a corporation of Connecticut.

1,077,954. Stamp-Affixer. Charles J. Fancher, Thompsonville, Conn., assignor to The Extensive Manufacturing Company, New York, N. Y., a corporation of New York.

1,078,001. Pen and Pencil Holder. Frederick W. Schneeman, New York, N. Y.

1,078,066. Type-Writing Machine. George A. Seib, Ilion, N. Y., assignor to Remington Typewriter Company, Ilion, N. Y., a corporation of New York.

1,078,081. Type-Writer. George B. Baker, Duluth, Minn.

1,078,116. Loose-Leaf Book. Ernest P. A. Wolf, New York, N. Y.

1,078,145. Combined Drawing Instrument, Book-Mark, and Paper-Cutter. Harold Johnson, Brooklyn, N. Y.

1,078,279. Metallic Filing-Cabinet. August W. L. Hartrauer, Chicago, Ill., and Levi C. Sparks, St. Louis, Mo., assignors to American Car & Foundry Company, St. Louis, Mo., a corporation of New Jersey.

1,078,280. Metallic Letter-Case. August W. L. Hartrauer, Chicago, Ill., and Levi C. Sparks, St. Louis, Mo., assignors to American Car & Foundry Company, St. Louis, Mo., a corporation of New Jersey.

1,078,354. Temporary Binder. John S. Jensen, Chicago, Ill.

1,078,357. Tabulating Mechanism. Harry Landsiedel, Poplar Bluff, Mo., assignor to Dalton Adding Machine Company, St. Louis, Mo., a corporation of Missouri.

1,078,359. Adding and Recording Machine. Harry Landsiedel, Poplar Bluff, Mo., assignor to Dalton Adding Machine, St. Louis, Mo., a corporation of Missouri.

1,078,358. Adding Machine. Harry Landsiedel, Poplar Bluff, Mo., assignor to Dalton Adding Machine Company, St. Louis, Mo., a corporation of Missouri.

1,078,385. Pocket Adding Machine. Paul E. Saehrendt, Brooklyn, N. Y.

1,078,452. Bill-File. William Molenaar, Paterson, N. J.

1,078,513. Fountain Pen. George S. Parker, Janesville, Wis.

1,078,537. Type-Writing Machine. Cornelius B. Corcoran, New York, N. Y., assignor to Underwood Typewriter Company, New York, N. Y., a corporation of Delaware.

1,078,626. Electrically Operated Duplicate Type-Writing Machines. Blaine Kelley, Syracuse, N. Y.

1,078,662. Transfer Mechanism for Calculating Machines. Henry W. Clement, Rutland, Vt.

1,078,668. Filing Cabinet. John A. Fraser, Benton Harbor, Mich., assignor to Metal Sectional Furniture Company, Portland, Me., a corporation.

1,078,905. Paper Weight. James E. Drake, New York, N. Y.

1,078,920. Cash Register. Henry S. Hallwood, Columbus, Ohio, assignor, by mesne assignments, to The Hallwood Cash Register Company, Columbus, Ohio, a corporation of Ohio.

1,078,969. Combination Ruler and Blotter. Henry J. Taylor, Boston, Mass.

1,078,979. Setting-up Device for Document-Binders. William R. Woodward and Frank E. Crompton, Brooklyn, N. Y., assignors to The Signature Company, New York, N. Y., a corporation of New York.

1,079,037. Silencing and Anticoncussive Support for Typewriting Machines and the Like. Henry Herbert Yelf, Southsea, Portsmouth, England.

1,079,039. Loose-Leaf Binder. Jonathan Burgess, Marion, Ohio.

1,079,100. Document-File. John Boswell and Eugene Pearl, New York, N. Y.

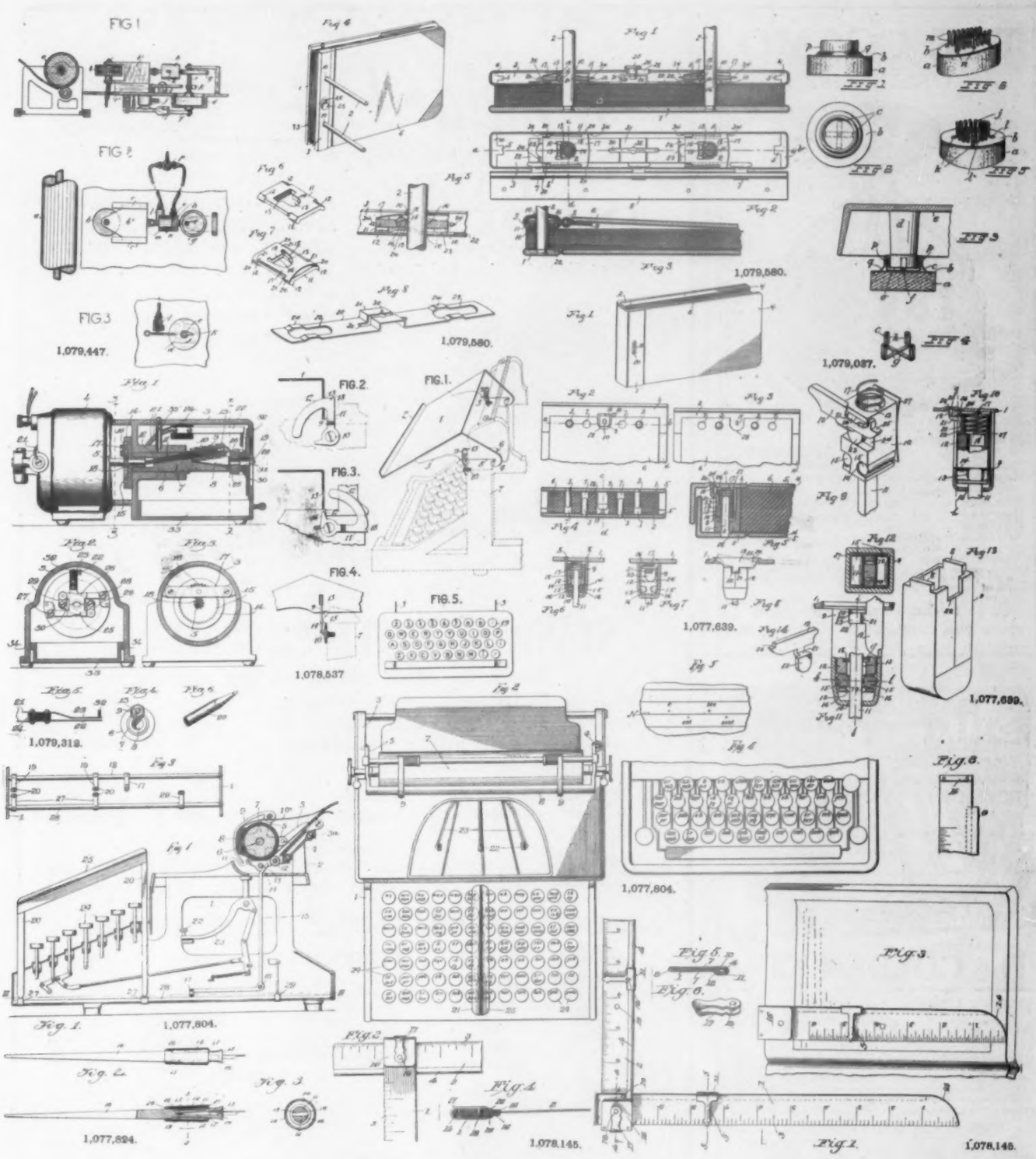
1,079,173. Filing-Cabinet. William F. Heffner, Benton Harbor, Mich.

1,079,219. Index-Tab. Henry B. Burckhart, Chicago, Ill., assignor to Yawman & Erbe Manufacturing Company, Rochester, N. Y., a corporation of New York.

1,079,228. Fountain Pen. Alfred Farmer, London, England, assignor to Thomas De La Rue & Company, Limited, London, England.

1,079,312. Pencil-Sharpener. Leonard B. Chadwick, Chelsea, Mass., assignor to General Supplies Company, Boston, Mass., a corporation of Massachusetts.

Re. 13,649. Typewriting Machine. John A. Hagerstrom, New York, N. Y., assignor, by mesne assignments, to Victor Typewriter Company.



No. 1,077,639. Loose Leaf Binder; patented November 4, 1913, by William P. Pitt, of Independence, Missouri, assignor to Irving-Pitt Manufacturing Company, of Kansas City, Missouri, a corporation of Missouri.—No. 1,077,804. Typewriter; patented November 4, 1913, by Francis Chadwick Clark, of Kansas City, Kansas.—No. 1,077,824. Penholder; patented November 4, 1913, by Maurice E. Farris, of Shouns, Tennessee.—No. 1,078,145. Combined Drawing Instrument, Bookmark and Paped Cutter; patented November 11, 1913, by Harold Johnson, of Brooklyn, New York.—No. 1,078,537—Typewriting Machine; patented November 11, 1913, by Cornelius B. Corcoran, of New York, N. Y., assignor to Underwood Typewriter Company, of New York, N. Y., a corporation of Delaware—No. 1,079,037. Silencing and Anticoncussial Support for Typewriting Machines and the Like; patented November 18, 1913, by Henry Herbert Yelf, of Southsea, Portsmouth, England; patented November 18, 1913, by Leonard B. Chadwick, of Chelsea, Massachusetts, assignor to General Supplies Company, of Boston, Massachusetts, a corporation of Massachusetts.—No. 1,079,447. Pneumatic Printing Mechanism for Typewriters; patented November 25, 1913, by Max Sablik, of Dresden-Klatzsche, Germany, assignor to Sablik Schreibmaschinen Gesellschaft mit beschraenkter Haftung, of Duesseldorf, Germany, a corporation of Germany.—No. 1,079,580. Loose Leaf Binder; patented November 25, 1913, by William P. Pitt, of Independence, Missouri, assignor to Irving-Pitt Manufacturing Company, of Kansas City, Missouri, a corporation of Missouri.

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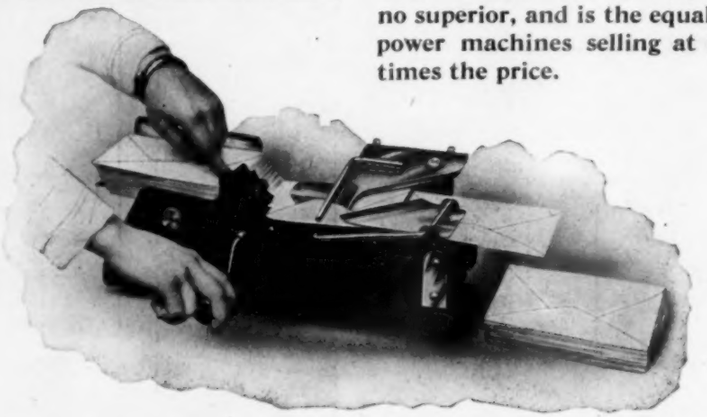

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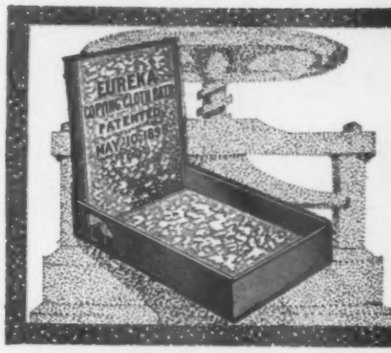

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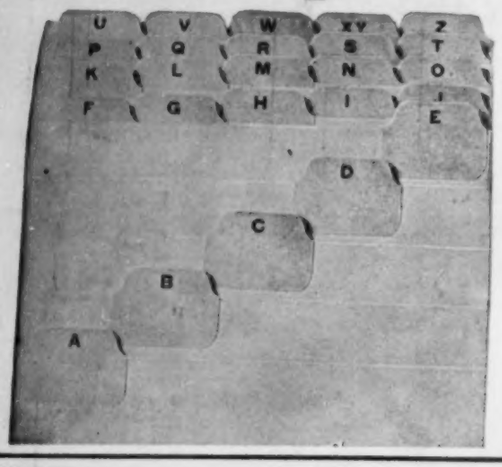

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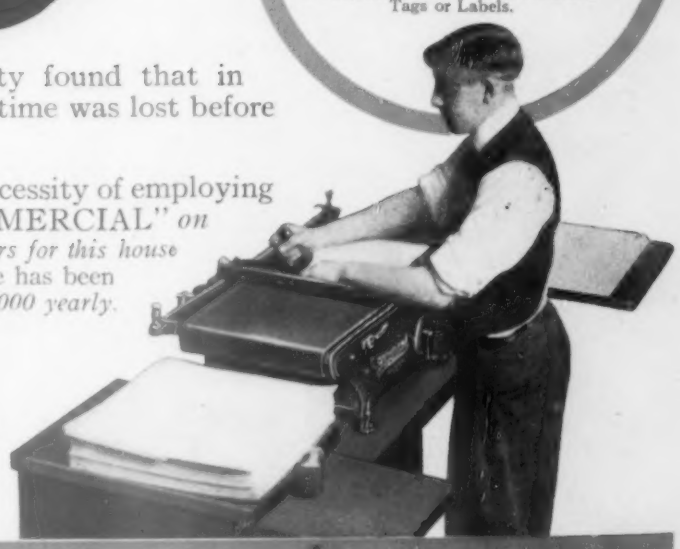

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